

URBAN\MUNICIPAL

CAY ON HBL W26

A36

1997

AGENDA

PERSONNEL AND
ORGANIZATION COMMITTEE

JAN 9, 1997 ...

URBAN MUNICIPAL

CAY ON HBL W26

A36

1997

URBAN MUNICIPAL

JAN 15 1997

GOVERNMENT DOCUMENTS

AGENDA
PERSONNEL AND ORGANIZATION COMMITTEE
1997 01 09

GENERAL

NEW BUSINESS:

1. Recommendations of the Superintendent of Human Resources Page 1
2. Staffing Report - Full Time Equivalent Positions Page 2
3. Report on Supply Teacher Usage Pages 3 to 4
4. Temporary Assistance Reports
- .Substitute Cleaner/Casual Assistance Usage
- .Temporary Assistance Expenditures Pages 5 to 6

ELEMENTARY/SECONDARY

NEW BUSINESS:

1. Recommendations of the Superintendent of Human Resources Pages 7 to 8
2. Report on Enrolment and Class Size - Elementary/Secondary Pages 9 to 24
3. Correspondence from the Hamilton Secondary School Principals' Council re Second Semester Staffing in the Secondary Schools [referred at the 1996 12 19 Board] Pages 25 to 26

RECEIVED 1944

DEC 14 1944

RECEIVED 1944

Education Centre
100 Main Street West
Hamilton, Ontario
1997 01 09

To The Chairman and Members
Personnel and Organization Committee
Hamilton Board of Education

Ladies and Gentlemen:

GENERAL

I have the honour to present the following recommendations for your approval:

1. **PROBATIONARY STAFF APPOINTMENTS** - Nil
2. **PERMANENT STAFF APPOINTMENTS** - Nil
3. **PROMOTIONS** - Nil
4. **INTERNAL APPOINTMENTS** - Nil
5. **TIMETABLE CHANGES** - Nil
6. **RETIREMENTS** - Nil
7. **LEAVING EMPLOYMENT** - Nil
8. **LEAVES** - Nil

Leave of Absence - Date Change

(a) That the dates of the Leave of Absence granted to Karen Chaikoff (Co-ordinator, Research Services, Clerical & Technical Staff) at a previous meeting, be changed to 1996 11 05 1997 03 03.

Return from Leave of Absence

(a) That Eva Kern (Clerk-Typist, Clerical & Technical Staff) be returned from a Leave of Absence, effective 1997 01 20.

9. **OTHERS** - Nil

Respectfully submitted,

Richard W. Binns,
Superintendent of Human Resources

/dk

1996 ACTUALS

40,062	40,263
***Projected Enrollments	

REPORT OF SUPPLY TEACHER USAGE - NOVEMBER 30, 1996

SECONDARY															
MONTH	Teaching Days	Personal Leave Days/Contract	Personal Reasons /Illness	Field Work /Co-Instr Activities	Conf. /Seminar /Meeting Outside System	Planning /Curriculum /In-Service /Meeting Inside System	In School Meeting	Feder-ation Matters	Other	1996 Total Days	1995 Total Days	1995 Total Expense	1996 \$ Expense	1996 Long Term Occasional	1996 Total Expense
JANUARY	16.0	11.5	213.5		4.0	4.0		2.5		224.0	291.0	95,880	30,925	47,491	78,416
FEBRUARY	20.0	22.0	326.0	2.5	4.0	22.0	1.0	8.5		364.0	514.5	117,516	33,143	34,989	68,132
MARCH	16.0	29.0	392.5	6.5		3.5		2.5		405.0	503.0	115,959	36,779	43,892	80,671
APRIL	20.0	32.0	700.0	13.5	4.5	36.5		5.5		760.0	316.5	96,199	40,042	52,476	92,518
MAY	21.0	122.0	636.5	70.0	9.5	14.5		10.5		741.0	494.0	134,455	60,320	77,256	137,576
JUNE	20.0	104.5	540.5	11.0		2.0		1.0		554.5	270.0	114,159	30,843	84,222	115,065
JULY															
AUGUST															
SEPTEMBER	20.0	24.5	263.5	14.5	1.0	10.5		8.0		297.5	250.5	52,268	31,680	22,303	53,983
OCTOBER	22.0	145.0	461.5	18.0	8.5	16.0	2.0			506.0	263.5	83,588	52,809	41,448	94,257
NOVEMBER	21.0	139.5	472.0	18.0	11.5	10.5	.5	5.0		517.5	423.5	121,973	45,788	47,910	93,698
DECEMBER															
TOTALS		630.0	4006.0	154.0	43.0	119.5	3.5	43.5		4369.5	3326.5	931,997	362,329	451,987	814,316
% Of Total			91.7	3.5	1.0	2.7	0.1	1.0							

ELEMENTARY															
MONTH	Teaching Days	Personal Leave Days/Contract	Personal Reasons /Illness	Field Work /Co-Instr Activities	Conf. /Seminar /Meeting Outside System	Planning /Curriculum /In-Service /Meeting Inside System	In School Meeting	Feder-ation Matters	Other	1996 Total Days	1995 Total Days	1995 Total Expense	1996 \$ Expense	1996 Long Term Occasional	1996 Total Expense
JANUARY	17.0	23.5	963.5	11.0	5.0	28.0	11.5	4.5		1023.5	1502.5	363,450	109,851	130,895	240,746
FEBRUARY	20.0	45.0	1662.5	25.5	9.0	16.0	19.5	12.5		1745.0	1563.5	416,610	134,604	186,515	321,119
MARCH	15.0	35.0	1249.5	28.5	2.0	24.5	37.5	3.5		1345.5	1175.5	285,991	127,268	96,573	223,841
APRIL	20.0	48.0	2160.5	11.5	10.0	37.0	47.0	2.5		2268.5	1390.0	282,405	149,792	127,337	277,129
MAY	21.0	101.0	1665.0	6.0	6.0	71.0	71.5	14.5		1834.0	1350.0	313,765	143,626	175,094	318,720
JUNE	18.0	233.0	1366.5	56.0	3.0	30.5	29.0	31.5		1516.5	1211.5	262,092	115,397	182,130	297,527
JULY															
AUGUST															
SEPTEMBER	20.0	22.0	556.0		8.5	6.5	20.5	8.0		599.5	472.0	78,323	68,033	20,922	88,955
OCTOBER	22.0	43.0	1422.5	15.0	10.5	28.0	62.5	5.5		1544.0	1062.0	188,504	147,348	95,055	242,403
NOVEMBER	21.0	48.5	1551.5	6.0	14.0	29.0	51.0	1.0		1652.5	1465.5	270,377	159,978	101,036	261,014
DECEMBER															
TOTALS		599.0	12597.5	159.5	68.0	270.5	350.0	83.5		13529.0	11192.5	2,461,517	1,155,897	1,115,557	2,271,454
% Of Total			93.1	1.2	0.5	2.0	2.6	0.6							

REPORT OF SUPPLY TEACHER USAGE - NOVEMBER 30, 1996

SECONDARY & ELEMENTARY															
	Personal Leave Days/Contract	Personal Reasons /Illness	Field Work /Co-Instr Activities	Conf. /Seminar /Meeting Outside System	Planning /Curriculum /In-Service /Meeting Inside System	In School Meeting	Federation Matters	Other	1996 Total Days	1995 Total Days	1995 Total Expense	1996 \$ Expense	1996 Long Term Occasional Expense	1996 Total Expense	1996 % Spent
MONTH															
JANUARY	35.0	1177.0	11.0	9.0	32.0	11.5	7.0		1247.5	1793.5	459,330	140,776	178,386	319,162	
FEBRUARY	67.0	1988.5	28.0	13.0	38.0	20.5	21.0		2109.0	2078.0	534,126	167,747	221,504	389,251	
MARCH	64.0	1642.0	35.0	2.0	28.0	37.5	6.0		1750.5	1678.5	401,950	164,047	140,465	304,512	
APRIL	80.0	2860.5	25.0	14.5	73.5	47.0	8.0		3028.5	1706.5	378,604	189,834	179,813	369,647	
MAY	223.0	2301.5	76.0	15.5	85.5	71.5	25.0		2575.0	1844.0	448,220	203,946	252,350	456,296	
JUNE	337.5	1907.0	67.0	3.0	32.5	29.0	32.5		2071.0	1481.5	376,251	146,240	266,352	412,592	
JULY															
AUGUST															
SEPTEMBER	46.5	819.5	14.5	9.5		20.5	16.0		897.0	722.5	130,591	99,713	43,225	142,938	
OCTOBER	188.0	1884.0	33.0	19.0	44.0	64.5	5.5		2050.0	1325.5	272,092	200,157	136,503	336,660	
NOVEMBER	188.0	2023.5	24.0	25.5	39.5	51.5	6.0		2170.0	1889.0	392,350	205,766	148,946	354,712	
DECEMBER															
TOTALS	1229.0	16603.5	313.5	111.0	390.0	353.5	127.0		17898.5	14519.0	3,393,514	1,518,226	1,567,544	3,085,770	102.9
% Of Total		92.9	1.8	0.6	2.1	2.0	0.7								

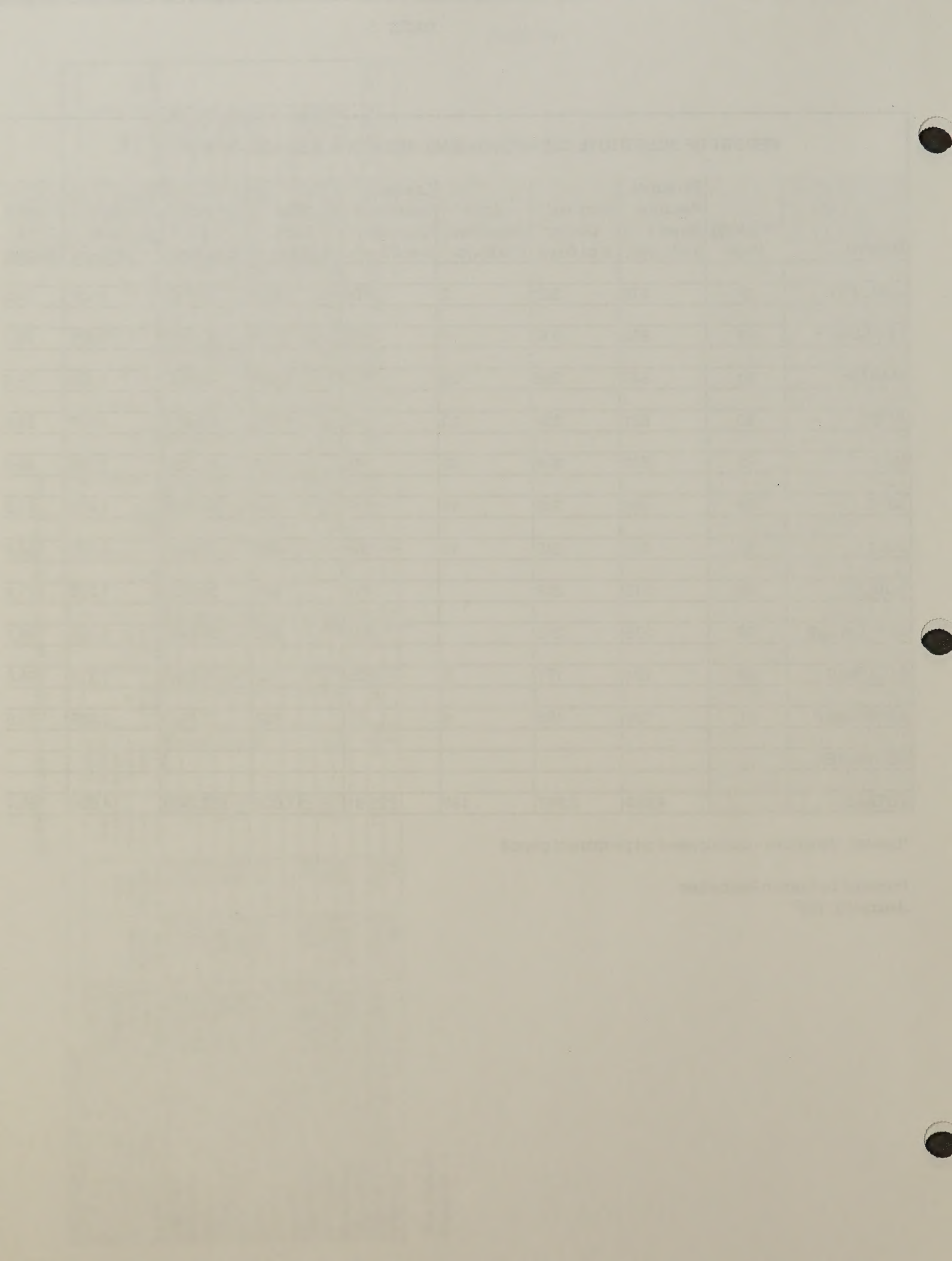
1996 BUDGET
\$3,000,000

REPORT OF SUBSTITUTE CLEANER/CASUAL ASSISTANCE USAGE - 1996

MONTH	Working Days	Personal Reasons /Illness # of Days	Workers' Comp. # of Days	Extra Workload # of Days	Leaves, Vacancies *perm pay # of Days	1996 Total # of Days	1996 \$ Expense	1995 Total # of Days	1995 \$ Expense
JANUARY	22	670	303	2	406	1,381	71,752	1,427	74,8
FEBRUARY	21	653	247	4	401	1,305	67,051	1,378	76,7
MARCH	21	547	356	22	302	1,227	60,269	1,529	79,6
APRIL	20	521	334	23	241	1,119	58,499	1,097	56,5
MAY	22	570	374	43	170	1,157	65,723	1,386	69,3
JUNE	20	486	306	14	119	925	54,610	1,432	62,9
JULY	22	430	246	15	294	985	52,461	1,146	68,0
AUGUST	21	315	212		414	941	38,053	1,270	71,9
SEPTEMBER	20	275	215		337	827	29,846	1,192	59,1
OCTOBER	22	294	171	9	226	700	31,386	1,312	65,8
NOVEMBER	21	199	183	6	71	459	22,593	1,389	73,5
DECEMBER									
TOTALS		4,960	2,947	138	2,981	11,026	552,243	14,558	758,4

*Leaves, Vacancies - cost covered on permanent payroll

Prepared by Human Resources
January 9, 1997



1995 AND 1996 TEMPORARY ASSISTANCE EXPENDITURES

	1995 BUDGET	YTD EXPENSE AS OF DEC 31/95	1996 BUDGET	YTD EXPENSE AS OF JAN 31/96	YTD EXPENSE AS OF MAR 31/96	YTD EXPENSE AS OF JUNE 30/96	YTD EXPENSE AS OF SEPT 30/96	YTD EXPENSE AS OF NOV 30/96	EXPLANATION
Central Depts. & Area Offices									
- Admin. Services	20,454	23,652	20,440	432	1,713	6,076	16,076	25,481	Paikin Libr. Assistants, Kit Services Students, Switchboard Assistance
- Technical Services	50,000	40,247	15,000	2,308	2,308	6,179	10,668	11,550	IIS Project
- Security/Parking	148,360	164,264	148,360	5,725	26,504	63,332	93,886	121,054	Building & Parking Security Guards
- Director's Office		639	0						
- Ed Centre (General)		317	0						
- Finance	84,768	43,617	76,200	4,037	10,875	17,191	27,422	37,885	Extra Assistance, FIS Project
- Human Resources	102,707	78,679	43,700	164	4,334	7,877	47,003	36,909	EIS Project, Illness Replacement, Seniority Lists
- Program Departments	141,575	147,354	115,500	2,205	12,044	33,640	33,640	44,043	Christie Conserv. Clerk, Westmount Kit Services, Prog. Clerical Assistance, Psych. Testing
- Lower City Supt. Office	800	403	800						
- Mountain Supt. Office	800	440	800						
- Fr.as Ist Lang. Supt. Office	1,100		1,100						
School Services									
- Student Assistance	16,000	19,327	3,300					2,690	Textbook Student Assistance
- Elementary School Clerical	70,000	93,795	70,000	2,149	14,806	40,082	51,326	74,689	Replacement for illness
- Secondary School Clerical	39,000	31,338	39,000	3,262	16,047	31,463	52,021	68,638	Replacement for illness
- Equipment Repair	19,000	39,426	19,000	1,814	6,495	13,852	20,084	25,849	Co-op Students
Regular Day School									
- Student Assistance	5,000	6,549	0		67	67		67	Student Assistance
Plant Operation									
		396	0						
Plant Maintenance	900		27,900					24,099	Regulated Substance Response - Clerical Assistance
Other Operating		4,865	0		113	113	3,278	3,278	Community School Clerk
GRAND TOTAL	\$700,464	\$695,308	\$581,100	\$19,788	\$95,306	\$222,562	\$358,161	\$476,232	

Education Centre
100 Main Street West
Hamilton, Ontario
1997 01 09

To The Chairman and Members
Personnel and Organization Committee
Hamilton Board of Education

Ladies and Gentlemen:

ELEMENTARY/SECONDARY

I have the honour to present the following recommendations for your approval:

1. PROBATIONARY STAFF APPOINTMENTS - Nil

2. PERMANENT STAFF APPOINTMENTS - Nil

3. PROMOTIONS

(b) That the following staff be promoted to the position stated, effective as shown, with salary according to the salary schedule:

Susan Dunlop, Bookstore Secretary - Level 3 (Secondary School Clerical & Secretarial Staff), 1997 01 20
Joanna Harrod, Guidance Secretary - Level 4 (Secondary School Clerical & Secretarial Staff), 1997 01 06
Kim Wilson, Guidance Secretary - Level 4 (Secondary School Clerical & Secretarial Staff), 1997 01 06

4. INTERNAL APPOINTMENTS - Nil

5. TIMETABLE CHANGES - Nil

6. RETIREMENTS

(a) That the resignations of the following teachers, for the purpose of retirement, effective as shown, be accepted with regret and the Board's gratuity be paid:

Julia Beryl Amy (E), 1997 02 14
Michael Golych (S), 1997 01 28
Robert Douglas Smith (S), 1997 01 28

7. LEAVING EMPLOYMENT - Nil

8. LEAVES

Leave of Absence

(a) That the requests of the following teachers for a Leave of Absence, effective as shown, be granted:

Marina Intson (E), 1997 02 03 to 1997 08 31
Diane Zolinski (S), 1996 12 18 to 1997 08 31

(b) That the requests of the following staff for a Leave of Absence, effective as shown, be granted:

Lori DeLuca (Secretary, Clerical & Technical Staff), 1997 03 17 to 1997 11 14

Pauline Vanderwal (Student Records Secretary, Secondary School Clerical & Secretarial Staff), 1997 01 01 to 1997 03 14

9. OTHERS

(b) We regret to announce the death of Shirley Morley (Elementary School Secretary, Clerical & Technical Staff) on 1996 12 13.

Respectfully submitted,

Richard W. Binns,
Superintendent of Human Resources

dk

1997 01 09

TO: The Chairman and Members
Personnel and Organization Committee

FROM: R. Binns, Superintendent of Human Resource Services
P. Gillie, Superintendent - Administrative and Operational Services

RE: Report of Elementary and Secondary Enrolment and Class Size

REPORT: Information

BACKGROUND:

1. Each month the staffing report details full time equivalent staff count and student enrolment.
2. Once a year a summary of class size is presented. In accordance with the implementation of new count dates by the Ministry of Education and Training, figures are as of October 31, 1996.
3. This Report summarizes Elementary and Secondary Enrolments and Class Sizes based on October 31, 1996 Figures reconciled to the Ministry of Education October School Report Figures. (Appendix One)

CLASS SIZE

- The size of Elementary Classes are a result of school organizations and Average Class Size Clauses in the Elementary Collective Agreement (Article 20) . Secondary Class Sizes are a result of course selections made by students and the Pupil Teacher Ratio and Protocol for Staff Allocation in the Secondary Collective Agreement. (Article 25).
- Secondary Pupil Teacher Ratios as of October 31, 1996 are Composite - 15.67, and Vocational - 11.34.
- The overall average class sizes in our System for the 1996 - 1997 School Year are as outlined in the table:

ELEMENTARY	ACS	SECONDARY	ACS
Junior Kindergarten	19.77	Composite	23.6
Senior Kindergarten	22.63	Vocational	15.2
Primary	24.34	G. P. Vanier	20.4
Junior	27.24		
Intermediate	27.45		

- In our French Immersion Secondary Program we have 467 students enrolled. The school enrolment breakdown is Westdale - 331 and Sherwood - 136. The grade breakdown is summarized in the following table.

SCHOOL	GRADE 9	GRADE 10	GRADE 11	GRADE 12	OAC
WESTDALE	82	85	78	54	32
SHERWOOD	42	41	16	30	7

ISSUE:

To report for information Elementary and Secondary Enrolment and Class Size.

RECOMMENDATION

The Report of Enrolments and Average Class Sizes be received for information.

ATTACHMENTS :

Appendix One	October 31, 1996 Enrolment Summary Reconciled to Ministry School Reports
Appendix Two	Elementary Average Class Size Enrolment Summaries
Appendix Three	Elementary Average Class Size Historical Chart
Appendix Four	Elementary Split Grade Classes
Appendix Five	Elementary Class Size Distribution
Appendix Six	Secondary Composite and Vocational Average Class Sizes and Distribution

Prepared by: Data compiled and verified by Staff in Research Services, Technical Services, Staffing Services
K. Chaikoff, Denise Dawson, S. Eldridge, C. Hycz, K. Laird, H. Sims, C. McGrimmond

Submitted by: R. Binns, P. Gillie

RESEARCH SERVICES

The Board of Education for the City of Hamilton

1996 OCTOBER 31**Enrolment Summary**

LOWER CITY				MOUNTAIN				TOTAL CITY	TOTAL CITY
ELEMENTARY	REG	DD	Total	ELEMENTARY	REG	DD	Total	(Regular)	(Including DD)
A.C.E.S.	21		21	Buchanan Park	276		276		
A.M. Cunningham	332		332	Burkholder Drive	378		378		
Adelaide Hoodless	529		529	Cardinal Heights	490		490		
Allenby	137		137	C.B. Stirling	520		520		
Bennetto	320		320	Chedoke	486		486		
Centennial	520	5	525	Eastmount Park	280		280		
Central	153		153	Fernwood Park	245		245		
Dalewood	442		442	Franklin Road	324		324		
Dr. J. Edgar Davey	310		310	G.L. Armstrong	663		663		
Earl Kitchener	448		448	Gordon Price	360		360		
Elizabeth Bagshaw	308		308	Hampton Heights	351		351		
Fairfield	254		254	Helen Detwiler	524		524		
G.R. Allan	445		445	Highview	346	7	353		
Gibson	258		258	Holbrook	233		233		
Glen Brae	299		299	Huntington Park	405	9	414		
Glen Echo	247		247	James MacDonald	262		262		
Hess Street	416		416	Lawfield	443		443		
Hillcrest	318		318	Lincoln Alexander	346		346		
Hillsdale	267		267	Linden Park	228		228		
King George	257		257	Lisgar	284	6	290		
Lake Avenue	671		671	Mountview	287		287		
Lloyd George	231		231	Norwood Park	400		400		
Memorial	738		738	Pauline Johnson	377		377		
Parkdale	261		261	Peace Memorial	307		307		
Prince of Wales	628		628	Queensdale	256		256		
Prince Philip	251		251	R.A. Riddell	607		607		
Queen Mary	661		661	Richard Beasley	352		352		
Queen Victoria	249		249	Ridgemount	308		308		
Red Hill	235		235	Ryckman's Corners	146		146		
Robert Land	241		241	Seneca	237	14	251		
Rosedale	244		244	Sherwood Heights	319		319		
Roxborough Park	376		376	Thornbrae	370		370		
Ryerson	371		371	Vern Ames	344		344		
Sanford Avenue	391		391	Westview	397		397		
Sir Isaac Brock	277		277	Westwood	379		379		
Sir Wilfrid Laurier	601		601						
Stinson Street	360		360						
Strathcona	162		162						
Tweedsmuir	368		368						
Viscount Montgomery	406	14	420						
W.H. Ballard	778		778						
Woodward	281		281						
ELEM LC TOTAL	15062	19	15081	ELEM MTN TOTAL	12530	36	12566	27592	27647
SECONDARY				SECONDARY					
Delta	928		928	Barton	1172		1172		
Glendale	1098		1098	Hill Park	1151	21	1172		
Scott Park	838		838	Sherwood	1057	19	1076		
Sir John A. Macdonald	1283		1283	Sir Allan MacNab	1024		1024		
Sir Winston Churchill	836	40	876	Westmount	1029		1029		
Westdale	1297	23	1320						
COMP SEC LC TOTAL	6280	63	6343	COMP SEC MTN TOTAL	5433	40	5473	11713	11816
Parkview	394		394	Mountain Sec	313		313	707	707
SEC LC TOTAL	6674	63	6737	SEC MTN TOTAL	5746	40	5786	12420	
1996 TOTAL ENGLISH	21736	82	21818		18276	76	18352	40012	40170
FRENCH LANGUAGE SECTION									
Georges P. Vanier	466		466					466	466
1996 GRAND TOTAL	22202	82	22284		18276	76	18352	40478	40636
1995 GRAND TOTAL	22034	79	22113		18458	78	18536	40492	40649

RESEARCH SERVICES**1996 OCTOBER 31****The Board of Education for the City of Hamilton****LOWER CITY****ELEMENTARY SCHOOL ENROLMENTS**

	JK	KGN	GR 1	GR 2	GR 3	GR 4	GR 5	GR 6	GR 7	GR 8	GLD	SP ED		TOTAL
A.C.E.S.									4	17				21
A.M. Cunningham	39	50	61	39	46	51	46							332
Adelaide Hoodless	36	65	51	74	41	46	47	60	48	48		13		529
Allenby	21	23	18	17	25	19	14							137
Bennetto								98	107	94		21		320
Centennial	66	87	73	78	76	68	67					5		520
Central	18	31	27	22	22	17	16							153
Dalewood								158	135	142		7		442
Dr. J. E. Davey	59	48	44	51	29	41	29				5	4		310
Earl Kitchener	43	64	53	84	77	67	60							448
Elizabeth Bagshaw								107	93	99		9		308
Fairfield	41	54	39	29	24	28	32					7		254
G.R. Allan	39	57	64	74	64	68	79							445
Gibson	33	35	35	45	44	22	32					12		258
Glen Brae								100	105	94				299
Glen Echo	22	51	33	37	36	31	34					3		247
Hess Street	58	53	61	54	50	49	35	45				11		416
Hillcrest								103	96	77	12	30		318
Hillsdale	40	35	46	46	30	33	37							267
King George	29	40	38	36	22	33	24	30				5		257
Lake Avenue	80	69	67	78	67	65	56	69	63	57				671
Lloyd George	37	23	38	35	29	33	33					3		231
Memorial	69	65	65	53	67	58	70	108	80	80		23		738
Parkdale	37	45	42	44	31	31	30					1		261
Prince of Wales	45	56	63	46	55	47	46	81	101	88				628
Prince Philip	32	41	38	41	34	31	34							251
Queen Mary	50	72	62	64	61	62	45	71	71	65	26	12		661
Queen Victoria	35	39	37	36	16	39	39					8		249
Red Hill	28	40	37	31	30	31	38							235
Robert Land	28	42	42	32	29	31	24					13		241
Rosedale	29	39	37	39	31	28	41							244
Roxborough Park	59	62	55	52	63	37	41					7		376
Ryerson								88	143	140				371
Sanford Avenue	49	57	60	66	55	37	62					5		391
Sir Isaac Brock	38	38	46	42	43	35	35							277
Sir Wilfrid Laurier	66	103	94	88	71	80	76					23		601
Stinson Street	62	66	47	53	44	44	41					3		360
Strathcona	21	23	16	19	20	22	20	14				7		162
Tweedsmuir								119	124	96	11	18		368
Viscount Montgomery	22	25	25	27	23	34	51	59	59	69		12		406
W.H. Ballard	61	55	60	70	53	52	56	115	119	116		21		778
Woodward	30	35	47	44	41	42	36					6		281
TOTAL LOWER CITY	1422	1688	1621	1646	1449	1412	1426	1425	1348	1282	54	289		15062
TOTAL MOUNTAIN	1030	1207	1344	1258	1253	1217	1233	1301	1274	1214	19	180		12530
1996 CITY TOTAL	2452	2895	2965	2904	2702	2629	2659	2726	2622	2496	73	469		27592

1995 CITY TOTAL	2500	2918	3011	2715	2634	2591	2605	2528	2458	2361	142	911		27374
Change	-48	-23	-46	189	68	38	54	198	164	135	-69	-442		218

*Gifted numbers are included in Special Education total.

RESEARCH SERVICES**1996 OCTOBER 31****The Board of Education for the City of Hamilton****MOUNTAIN****ELEMENTARY SCHOOL ENROLMENTS**

	JK	KGN	GR 1	GR 2	GR 3	GR 4	GR 5	GR 6	GR 7	GR 8	GLD	SP ED	TOTAL
Buchanan Park	39	48	41	43	41	27	37						276
Burkholder Drive								121	130	127			378
Cardinal Heights								186	152	145		7	490
C.B. Stirling	43	49	50	50	64	49	54	57	49	55			520
Chedoke								149	152	171		14	486
Eastmount Park	42	42	54	38	34	28	34					8	280
Fernwood Park	28	35	34	37	29	40	42						245
Franklin Road	39	51	42	42	47	44	50					9	324
G.L. Armstrong	44	49	45	50	33	57	39	120	116	106		4	663
Gordon Price	50	44	57	57	51	46	55						360
Hampton Heights								113	120	118			351
Helen Detwiler	66	60	87	80	92	64	70					5	524
Highview								120	107	99		20	346
Holbrook	17	25	27	33	28	42	42					19	233
Huntington Park	61	55	57	54	53	57	61					7	405
James MacDonald	33	32	36	37	52	39	33						262
Lawfield								148	153	134		8	443
Lincoln Alexander	37	57	49	54	47	47	55						346
Linden Park	31	30	41	24	42	33	19				8		228
Lisgar	28	47	39	36	37	45	47					5	284
Mountview	32	38	49	51	48	33	35					1	287
Norwood Park		39	33	51	35	43	36	51	56	56			400
Pauline Johnson	46	46	60	63	46	50	57					9	377
Peace Memorial	36	50	51	41	44	38	39					8	307
Queensdale	29	34	39	38	23	42	35					16	256
R.A. Riddell	33	38	40	55	45	54	53	99	94	88	8		607
Richard Beasley	44	52	54	53	42	44	48				2	13	352
Ridgemount	37	35	51	38	48	46	48					5	308
Ryckman's Corners	21	18	29	23	19	23	13						146
Seneca	29	32	42	37	29	32	30					6	237
Sherwood Heights	43	53	52	54	43	39	35						319
Thornbrae	42	49	64	41	63	52	58				1		370
Vern Ames	39	56	55	41	50	54	46					3	344
Westview								137	145	115			397
Westwood	41	43	66	37	68	49	62					13	379
TOTAL MOUNTAIN	1030	1207	1344	1258	1253	1217	1233	1301	1274	1214	19	180	12530
TOTAL LOWER CITY	1422	1688	1621	1646	1449	1412	1426	1425	1348	1282	54	289	15062
1996 CITY TOTAL	2452	2895	2965	2904	2702	2629	2659	2726	2622	2496	73	469	27592

**DEVELOPMENTALLY DISABLED
(formerly "TRAINABLE RETARDED")**

LOWER CITY		MOUNTAIN		Total
ELEMENTARY DD		ELEMENTARY DD		
Centennial	5	Highview	7	
Viscount Montgomery	14	Huntington Park	9	
		Lisgar	6	
		Seneca	14	
ELEM DD TOTAL	19	ELEM DD TOTAL	36	55
SECONDARY DD		SECONDARY DD		
Sir Winston Churchill	40	Hill Park	21	
Westdale	23	Sherwood	19	
SEC DD TOTAL	63	SEC DD TOTAL	40	103
DD TOTAL 1996	82		76	158
DD TOTAL 1995	79		78	157

SECONDARY ALTER-ED

LC		MOUNTAIN		Total
SJAM	58	WSMT	37	95
(Lawrence)		(Phoenix)		
ALTER-ED TOTAL 1996				95

*The total for Alter-Ed is included in regular school enrolment totals for Sir John A. Macdonald and Westmount Secondary Schools.

COMPOSITE SECONDARY SCHOOL ENROLMENTS

**Secondary enrolment figures include adults in regular day programs but do not include Developmentally Disabled.

LOWER CITY	GRADE 9				GRADE 10				GRADE 11				GRADE 12				OAC				TOTAL				FL TM	EQVLNT
	FL TM	2C	1C	COUNT	FL TM	2C	1C	COUNT	FL TM	2C	1C	COUNT	FL TM	2C	1C	COUNT	FL TM	2C	1C	COUNT	FL TM	2C	1C	COUNT		
Delta	289	0	0	289	204	0	0	204	167	0	0	167	228	1	0	229	39	0	0	39	927	1	0	928	927.5	
Glendale	331	3	0	334	221	0	0	221	237	1	0	238	230	4	2	236	65	4	0	69	1084	12	2	1098	1090.5	
Scott Park	299	0	0	299	160	2	0	162	167	1	0	168	162	8	1	171	35	3	0	38	823	14	1	838	830.25	
SIAM	473	2	0	475	230	1	0	231	201	0	0	201	309	2	1	312	61	3	0	64	1274	8	1	1283	1278.25	
SWC	244	0	0	244	223	0	0	223	167	1	0	168	183	3	0	186	15	0	0	15	832	4	0	836	834	
Westdale	314	3	2	319	263	3	0	266	275	2	0	277	298	3	0	301	131	3	0	134	1281	14	2	1297	1288.5	
Total Lower City	1950	8	2	1960	1301	6	0	1307	1214	5	0	1219	1410	21	4	1435	346	13	0	359	6221	53	6	6280	6249	
MOUNTAIN																										
Barton	337	0	0	337	231	0	0	231	246	1	0	247	245	19	0	264	70	22	1	93	1129	42	1	1172	1150.25	
Hill Park	322	1	0	323	240	1	0	241	237	6	0	243	263	9	0	272	62	10	0	72	1124	27	0	1151	1137.5	
Sherwood	304	4	0	308	240	2	0	242	243	2	0	245	203	11	1	215	40	7	0	47	1030	26	1	1057	1043.25	
SAM	249	1	0	250	172	1	0	173	193	1	0	194	288	5	1	294	106	7	0	113	1008	15	1	1024	1015.75	
Westmount	366	3	1	370	245	6	0	251	168	9	0	177	170	10	1	181	38	12	0	50	987	40	2	1029	1007.5	
Total Mountain	1578	9	1	1588	1128	10	0	1138	1087	19	0	1106	1169	54	3	1226	316	58	1	375	5278	150	5	5433	5354.25	

VOCATIONAL SECONDARY SCHOOL ENROLMENTS

VOCATIONAL																												
Mtn Sec	131	3	0	134	74	3	0	77	39	1	0	40	58	3	1	62	0	0	0	0	302	10	1	313	307.25			
Parkview	194	3	0	197	71	0	0	71	49	3	0	52	47	27	0	74	0	0	0	0	361	33	0	394	377.5			
Total Vocational	325	6	0	331	145	3	0	148	88	4	0	92	105	30	1	136	0	0	0	0	663	43	1	707	684.75			
TOTAL COMP	3528	17	3	3548	2429	16	0	2445	2301	24	0	2325	2579	75	7	2661	662	71	1	734	11499	203	11	11713	11603.25			
TOTAL VOC	325	6	0	331	145	3	0	148	88	4	0	92	105	30	1	136	0	0	0	0	663	43	1	707	684.75			
TOTAL ENGLISH	3853	23	3	3879	2574	19	0	2593	2389	28	0	2417	2684	105	8	2797	662	71	1	734	12162	246	12	12420	12288			
G.P. Vanier	95	0	0	95	95	0	0	95	90	0	0	90	137	9	0	146	27	11	2	40	444	20	2	466	454.5			
CITY 1996	3948	23	3	3974	2669	19	0	2688	2479	28	0	2507	2821	114	8	2943	689	82	3	774	12606	266	14	12886	12743			
TOTAL 1995				3796				2728				2614				3080				900				13118				
Change				178				-40				-107				-137				-126				-232				

NOTE: FL TM = Full Time

2C = Two Credits

1C = One Credit

.smc

**THE BOARD OF EDUCATION FOR THE CITY OF HAMILTON
ELEMENTARY SCHOOL GRADE CLASS ENROLMENTS AS OF OCTOBER 31, 1996**

ELEMENTARY AVERAGE CLASS SIZE ENROLMENT SUMMARIES												
	JK	SK	GR 1	GR 2	GR 3	GR 4	GR 5	GR 6	GR 7	GR 8	SP ED	TOTAL
LOWER CITY												
TOTAL ENROLMENT	1250	1863	1656	1616	1430	1393	1412	1414	1320	1263	466	15083
# OF CLASSES	63	82	72	68	58	54	54	55	51	50	47	654
AVERAGE CLASS SIZE	19.84	22.72	23.00	23.76	24.66	25.80	26.15	25.71	25.88	25.26	9.91	23.06
MOUNTAIN												
TOTAL ENROLMENT	1024	1214	1349	1274	1292	1022	1319	1258	1253	1188	374	12567
# OF CLASSES	52	54	57	50	49	37	45	42	42	40	38	506
AVERAGE CLASS SIZE	19.69	22.48	23.67	25.48	26.37	27.62	29.31	29.95	29.83	29.70	6.24	24.84
CITY WIDE TOTALS												
TOTAL ENROLMENT	2274	3077	3005	2890	2722	2415	2731	2672	2573	2451	840	27650
# OF CLASSES	115	136	129	118	107	91	99	97	93	90	85	1160
AVERAGE CLASS SIZE	19.77	22.63	23.29	24.49	25.44	26.54	27.59	27.55	27.67	27.23	9.88	23.84
COMP ED												
TOTAL ENROLMENT	580	795	694	737	596	559	540	580	477	438	195	6191
# OF CLASSES	30	35	32	32	25	21	21	24	18	17	21	276
AVERAGE CLASS SIZE	19.33	22.71	21.69	23.03	23.84	26.62	25.71	24.17	26.50	25.76		22.43
CITY EXCL COMP ED												
TOTAL ENROLMENT	1694	2282	2311	2153	2126	1856	2191	2092	2096	2013	645	21459
# OF CLASSES	85	101	97	86	82	70	78	73	75	73	64	884
AVERAGE CLASS SIZE	19.93	22.59	23.82	25.03	25.93	26.51	28.09	28.66	27.95	27.58		24.27
FRENCH IMMERSION												
TOTAL ENROLMENT		178	179	157	148	135	144	105	118	102	0	1266
# OF CLASSES		9	8	7	6	5	6	4	4	4	0	53
AVERAGE CLASS SIZE		19.78	22.38	22.43	24.67	27.00	24.00	26.25	29.50	25.50	0.00	23.89
SUMMARY FOR COLLECTIVE AGREEMENT FIGURES												
DIVISION	CITY WIDE FIGURES						COMP ED. FIGURES					
					CA					CA		
PRIMARY												
ENROLMENT			8617						2027			
# OF CLASSES			354						89			
AVERAGE CLASS SIZE			24.34		25.82				22.78		23.23	
JUNIOR												
ENROLMENT			7818						1679			
# OF CLASSES			287						66			
AVERAGE CLASS SIZE			27.24		27.28				25.44		24.55	
INTERMEDIATE												
ENROLMENT			5024						915			
# OF CLASSES			183						35			
AVERAGE CLASS SIZE			27.45		28.68				26.14		25.82	

APPENDIX TWO

**THE BOARD OF EDUCATION FOR THE CITY OF HAMILTON
ELEMENTARY SCHOOL GRADE CLASS ENROLMENTS AS OF OCTOBER 31, 1996**

LOWER CITY TOTALS												
	JK	SK	GR 1	GR 2	GR 3	GR 4	GR 5	GR 6	GR 7	GR 8	SP ED	TOTAL
A.C.E.S.										20		20
A.M. CUNNINGHAM	46	43	67	20	76	26	54					332
ADELAIDE HOODLESS		101	51	74	41	45	49	62	50	51	5	529
ALLENBY	21	22	30		30	33						136
BENNETTO								98	107	94	21	320
CENTENNIAL		153	73	88	66	80	55				10	525
CENTRAL		49	27	22	27		28					153
DALEWOOD								133	116	117	76	442
DR. J. E. DAVEY	59	48	44	46	23	54	27				9	310
EARL KITCHENER	43	64	48	70	101	68	53				1	448
ELIZABETH BAGSHAW								107	104	86	11	308
FAIRFIELD	20	75	51	24	22		55				7	254
GEORGE R. ALLAN	39	57	64	74	53	79	77				2	445
GIBSON	34	35	25	47	53	30	29				7	260
GLEN BRAE								100	116	82	1	299
GLEN ECHO	22	51	42	49	28	22	30				3	247
HESS STREET	75	36	61	55	51	52	40	45			1	416
HILLCREST								103	96	85	34	318
HILLSDALE	40	35	52	46	24	23	46				1	267
KING GEORGE	29	40	49	25	29	26		54			5	257
LAKE AVENUE	80	69	66	79	53	76	56	69	63	58	2	671
LLOYD GEORGE	37	23	47	25	29	33	31				5	230
MEMORIAL	69	65	75	54	56	48	80	107	80	80	23	737
PARKDALE	37	44	42	54	23	31	30					261
PRINCE OF WALES	45	56	63	46	55	46	45	81	99	86	6	628
PRINCE PHILIP	22	51	50	29	34	31	33				1	251
QUEEN MARY	50	73	51	82	53	53	54	81	50	77	39	663
QUEEN VICTORIA	35	39	43	46		26	29				31	249
RED HILL	22	47	36	37	19	36	38					235
ROBERT LAND	21	49	42	21	47	23	24				14	241
ROSEDALE	21	47	26	50	23	46	30				1	244
ROXBOROUGH PARK	47	74	46	72	48	26	55				8	376
RYERSON								84	140	146	2	372
SANFORD AVE	44	62	59	71	51	26	73				5	391
SIR ISAAC BROCK	38	38	46	42	30	55	28					277
STINSON STREET	62	67	40	59	44	56	31				1	360
STRATHCONA	21	23		19	36	27	29				7	162
TWEEDSMUIR								118	125	96	29	368
VISCOUNT MONTGOMERY	21	26	25	25	25	23	46	59	59	69	42	420
W.H. BALLARD	62	54	60	58	57	60	56	113	115	116	27	778
SIR WILFRID LAURIER	67	103	101	81	71	80	76				23	602
WOODWARD	21	44	54	26	52	53	25				6	281
TOTAL ENROLMENT	1250	1863	1656	1616	1430	1393	1412	1414	1320	1263	466	15083
# OF CLASSES	63	82	72	68	58	54	54	55	51	50	47	654
AVERAGE CLASS SIZE	19.84	22.72	23.00	23.76	24.66	25.80	26.15	25.71	25.88	25.26	9.91	23.06

ELEMENTARY SCHOOL GRADE 1-5 ENROLMENTS AS OF OCTOBER 31, 1999												
MOUNTAIN TOTALS												
	JK	SK	GR 1	GR 2	GR 3	GR 4	GR 5	GR 6	GR 7	GR 8	SP ED	TOTAL
BUCHANAN PARK	39	48	41	55	29	32	32					276
BURKHOLDER DRIVE								121	124	123	10	378
CARDINAL HEIGHTS								185	150	144	11	490
C.B. STIRLING	43	49	49	56	58	49	54	57	49	55	1	520
CHEDOKE								149	154	171	14	488
EASTMOUNT PARK	42	42	54	46	26	32	30				8	280
FERNWOOD PARK	19	44	23	48	29	30	32				20	245
FRANKLIN ROAD	39	51	42	42	47		92				11	324
G.L. ARMSTRONG	44	49	45	58	25	64	32	119	116	106	6	664
GORDON PRICE	50	44	57	57	59	31	62					360
HAMPTON HEIGHTS								103	107	107	35	352
HELEN DETWILER	66	60	87	80	92	52	82				5	524
HIGHVIEW								119	107	99	28	353
HOLBROOK	17	25	27	20	49	25	31				39	233
HUNTINGTON PARK	61	55	65	46	53	57	61				16	414
JAMES MACDONALD	43	22	25	52	57	30	33					262
LAWFIELD								147	153	134	9	443
LINCOLN M. ALEXANDER	45	49	48	54	47	47	55				1	346
LINDEN PARK	37	24	48	26	27	27	31				8	228
LISGAR	28	47	27	56	29	31	60				12	290
MOUNTVIEW	32	38	49	51	58	30	29					287
NORWOOD PARK		39	24	53	27	63	31	51	56	56		400
PAULINE JOHNSON	44	48	69	47	53	49	57				10	377
PEACE MEMORIAL	36	50	51	28	57	32	45				8	307
QUEENSDALE	19	44	47	24	24	54	28				17	257
R.A. RIDDELL	33	38	51	50	52	28	63	95	94	87	16	607
RICHARD BEASLEY	44	52	54	53	51	28	61				9	352
RIDGEMOUNT	37	35	51	45	53	26	56				5	308
RYCKMAN'S CORNERS	21	18	29	23	29		26					146
SENECA	20	41	50	27	30	28	30				21	247
SHERWOOD HEIGHTS	43	54	51	52	43	47	26				3	319
THORNBRAE	42	49	64	49	55	53	58					370
VERN AMES	39	56	55	50	55	29	60					344
WESTVIEW								112	143	106	36	397
WESTWOOD	41	43	66	26	78	48	62				15	379
												0
TOTAL ENROLMENT	1024	1214	1349	1274	1292	1022	1319	1258	1253	1188	374	12567
# OF CLASSES	52	54										

THE BOARD OF EDUCATION FOR THE CITY OF HAMILTON
ELEMENTARY SCHOOL GRADE CLASS ENROLMENTS AS OF OCTOBER 31, 1996

[illegible]

ELEMENTARY SCHOOL AVERAGE CLASS SIZE

DATA AS OF SEPTEMBER 30, EACH YEAR UP TO 1995 - 96
 DATA EFFECTIVE FALL 1996 AS OF OCTOBER 31, 1996 , IN ACCORDANCE WITH
 MINISTRY OF EDUCATION AND TRAINING NEW COUNT DATE

YEAR	JR	KGN	KGN	GR 1	GR 2	GR 3	GR 4	GR 5	GR 6	GR 7	GR 8	SP	ED	GLD	GFTD	GRADES	
																1	8
1975-76	18.7	20.9	23.7	26.5	27.5	28.3	28.5	28.5	30.1	29.3	29.1	7.3		12.3		27.76	
1976-77	17.9	20.5	23.6	26.6	28.1	28.8	28.7	29.6	29.6	28.5	28.4	7.7		12.5		27.61	
1977-78	18.2	20.9	23.7	26.8	27.8	28.3	28.6	28.1	28.1	28.7	28.7	7.3		12.7		27.47	
1978-79	18.4	20.0	23.7	26.7	27.8	29.4	29.1	29.4	29.4	28.5	27.8	7.1		12.4		27.58	
1979-80	18.5	20.2	23.9	26.8	27.7	28.6	29.0	29.0	29.0	28.6	27.2	7.3		11.9		27.44	
1980-81	18.9	21.0	24.4	26.4	28.3	28.5	29.7	30.1	30.1	28.2	27.2	7.3		11.9		27.67	
1981-82	18.4	19.7	23.9	26.5	27.3	28.7	29.4	29.6	29.6	28.2	27.7	7.2		11.7		27.51	
1982-83	18.5	20.2	24.3	26.5	27.1	29.0	30.2	29.1	29.1	27.5	28.6	7.4		11.1		27.58	
1983-84	17.8	19.8	23.8	25.8	27.0	27.3	27.8	28.9	28.9	28.4	27.5	7.5		9.8	19.8	26.87	
1984-85	18.0	19.2	24.0	25.6	27.2	27.9	28.7	28.3	28.3	27.7	28.4	7.6		9.0	19.8	27.00	
1985-86	18.0	19.7	24.2	25.4	26.6	28.0	28.5	27.1	27.1	28.3	26.3	7.1		9.5	17.9	26.62	
1986-87	18.2	20.6	24.0	25.5	26.7	27.4	28.4	27.9	27.9	28.6	26.3	7.8		9.8	17.1	26.67	
1987-88	17.5	20.6	24.2	25.2	26.0	26.7	27.2	26.8	26.8	27.0	28.0	7.5		9.8	16.9	26.20	
1988-89	17.9	19.3	23.6	24.6	25.3	26.3	26.8	25.4	25.4	27.1	26.1	7.4		8.2	18.4	25.45	
1989-90	17.6	19.2	21.9	22.8	24.0	25.1	26.0	25.0	25.0	25.8	24.1	7.1		8.2	19.2	24.11	
1990-91	17.9	19.4	21.8	22.9	23.9	24.6	25.9	24.8	24.8	25.2	25.4	7.2		8.8	20.5	24.08	
1991-92	17.4	20.0	22.1	23.3	23.7	24.6	25.7	25.2	25.2	24.5	25.8	7.5		10.4	19.1	24.15	
1992-93	18.7	19.7	22.6	23.2	24.0	25.4	25.6	25.4	25.4	25.2	25.1	7.4		11.2	20.2	24.39	
1993-94	19.1	20.6	23.1	23.7	24.5	25.3	26.0	26.0	26.0	25.9	25.9	7.4		12.0	18.9	24.90	
1994-95	19.8	21.8	22.6	23.7	25.0	26.0	25.7	27.7	27.7	27.7	26.9	7.9		12.5	18.0	25.45	
1995-96	20.3	22.3	24.0	24.8	26.3	25.2	27.0	26.0	26.0	27.8	25	8.2		11.2	19.6	25.53	
1996-97	19.8	22.6	23.3	24.5	25.4	26.5	27.6	27.5	27.5	27.7	27.2	7.4		12.4	21.7	26.06	
FIVE YEAR RUNNING AVERAGE																	
	19.5	21.4	23.1	24.0	25.1	25.7	26.4	26.5	26.5	26.8	26.0	7.7		11.8	19.7	24.9	

NUMBER OF SPLIT GRADE CLASSES (A TEN YEAR REVIEW)
DATA AS OF SEPTEMBER 30, EACH YEAR U
DATA EFFECTIVE FALL 1996 AS OF OCTOBER 31, 1996 IN ACCORDANCE WITH
MINISTRY OF EDUCATION AND TRAINING NEW COUNT DATE

TYPE OF CLASS	1985-86	1986-87	1987-88	1988-89	1989-90	1990-91	1991-92	1992-93	1993-94	1994-95	1995-96	1996-97
GR 1	93	95	95	102	112	115	112	109	95	105	108	109
GR 1/2	41	42	46	42	47	39	45	39	49	40	35	34
GR 2	57	55	55	66	74	83	76	85	76	72	71	80
GR 2/3	37	42	39	43	40	35	47	42	40	47	43	40
GR 3	47	49	54	58	68	68	67	70	74	67	65	71
GR 3/4	37	32	35	35	35	41	35	34	34	35	35	27
GR 4	45	47	44	47	53	61	60	57	61	58	62	62
GR 4/5	37	35	41	44	41	38	44	52	41	52	48	50
GR 5	56	57	58	57	63	66	71	63	72	71	71	71
GR 5/6	6	6	5	5	6	7	2	2	3	4	3	3
GR 6	80	78	81	84	84	85	90	92	91	91	91	95
GR 6/7	2	3	2	1	3	1	1	1	1	0	0	2
GR 7	77	72	79	78	81	83	87	85	89	91	87	92
GR 7/8	7	5	6	4	4	7	3	1	3	2	4	4
GR 8	78	78	71	76	79	77	76	80	81	86	87	87
TOTAL	700	696	711	742	790	806	816	812	810	821	810	827
SPLIT G												
TOTAL	167	165	174	174	176	168	177	171	171	180	168	160
% SPLIT												
CLASSES	23.86%	23.71%	24.47%	23.45%	22.28%	20.84%	21.69%	21.06%	21.11%	21.92%	20.74%	19.35%

NOTE: number of split Jk/Sk for October 31, 1996 is 39

Research Services Department
Hamilton Board of Education
December 1996

ELEMENTARY CLASS SIZE DISTRIBUTION - CITY WIDE FIGURES

NOTE: Figures are based on enrolment as of October 31, 1996 as reported in the Student Information System (not reconciled to the Ministry School Reports)

CITY WIDE CLASS SUMMARY															PAGE 1	
THE BOARD OF EDUCATION FOR THE CITY OF HAMILTON ELEMENTARY SCHOOL ENROLMENTS AS OF OCT 31, 1996																
SIZE	JK	SK	GR 1	GR 2	GR 3	GR 4	GR 5	GR 6	GR 7	GR 8	SP	ED	TOTAL	<----- CUMULATIVE ASCENDING DESCENDING	SIZE	
1		1						1		1			3	3	1150 100%	1
2																2
3														11	1%	3
4	1								1			7	5	16	1%	4
5												10	10	26	2%	5
6												9	9	35	3%	6
7	1											14	15	50	4%	7
8										1		14	15	65	6%	8
9	1									1		4	6	71	6%	9
10	1							1				2	4	75	7%	10
11												2	4			11
12		1							1			2	4	79	7%	12
13	1		1					1	1			1	5	84	7%	13
14						1			1				2	86	7%	14
15	2	1					1					1	5	91	8%	15
16	3	3		1					2			2	13	104	9%	16
17	7	6	1							1		1	16	120	10%	17
18	9	8	6	4			2	1		2		1	36	156	14%	18
19	16	8	4	4	1		2						35	191	17%	19
20	13	8	12	4	1	1	2	3		2		2	46	237	21%	20
21	22	10	6	7	6	1		2		1			55	292	25%	21
22	32	8	25	9	6	4	3	4	3	2		1	97	389	34%	22
23	3	13	10	11	8	9	3	1	4	1			63	452	39%	23
24	1	18	13	12	10	7	5	3	5	7		1	82	534	46%	24
25	2	23	21	16	13	8	2	10	12	3			110	644	56%	25
26		12	17	15	13	19	11	8	4	7			106	750	65%	26
27		10	5	17	15	8	13	7	7	7			89	839	73%	27
28		5	4	11	10	13	16	7	8	11			85	924	80%	28
29		1	2	7	11	2	8	16	7	14			68	992	86%	29
30			1		6	5	13	7	6	6			44	1036	90%	30
31						4	12	11	8	3			39	1075	93%	31
32						6	6	3	10	5			30	1105	96%	32
33						3	2	6	3	5			20	1125	98%	33
34					1				2	7			10	1135	99%	34
35					1				4	1			5	1140	99%	35
36								1	3				4	1144	99%	36
37								2	1				4	1148	100%	37
38																38
39								1					1	1149	100%	39
40													1	1150	100%	40
T.C.L.S.S. 115 136 129 118 107 99 99 97 93 90																
T.P.P.L.S. 2,274 3,077 3,005 2,890 2,722 2,415 2,731 2,672 2,573 2,451																
A.C.S.S. 19.77 22.62 23.29 24.49 25.43 26.53 27.58 27.54 27.66 27.23																

ELEMENTARY CLASS SIZE DISTRIBUTION - COMPENSATORY EDUCATION FIGURES

NOTE: Figures are based on enrolment as of October 31, 1996 as reported in the Student Information System (not reconciled to the Ministry School Reports)

THE BOARD OF EDUCATION FOR THE CITY OF HAMILTON
ELEMENTARY SCHOOL ENROLMENTS AS OF OCT 31, 1996

COMP EDUC CLASS SUMMARY

PAGE 1

SIZE	JK	SK	GR 1	GR 2	GR 3	GR 4	GR 5	GR 6	GR 7	GR 8	SP	ED	TOTAL	-----> CUMULATIVE ASCENDING DESCENDING	SIZE
1								1					1	1	1
2														279	100%
3													1	2	1
4													1	3	1%
5													6	9	3%
6													4	13	5%
7													5	18	6%
8										1			5	23	8%
9													5	28	10%
10	1												2	30	11%
11													2	32	12%
12		1											1	33	13%
13			1										1	34	14%
14													1	35	15%
15	1	1											3	36	16%
16	2	1		1									6	37	17%
17	3	1			1								5	42	18%
18	3		4	3	1								12	54	19%
19	6	4	2	1									13	67	20%
20	2	2	4	1									13	79	21%
21	4	1	2	4									13	92	22%
22	6	3	7	4	3								30	122	23%
23	1	2	2	3	5	4							22	144	24%
24		4	4	4	2								22	166	25%
25	1	7	4	4	3								31	197	26%
26		4	1	2	3	9							26	223	27%
27		1	1	1	1	1							17	240	28%
28		3		4	1	4							19	259	29%
29					3								5	264	30%
30					1	1							3	267	31%
31					2	1							4	271	32%
32					2	1							2	273	33%
33						1							2	275	34%
34													1	276	35%
35													1	277	36%
36													2	279	37%
37													2	279	38%
38															39
39															40
40															

T.C.L.S.S.	30	35	32	32	25	21	21	24	18	17			279
T.P.P.L.S.	580	795	694	737	596	559	547	580	477	433	195		6,191
A.C.S.	19.33	22.71	21.68	23.03	23.84	26.61	25.71	24.16	26.50	25.76			

ELEMENTARY CLASS SIZE DISTRIBUTION - FRENCH IMMERSION FIGURES

NOTE: Figures are based on enrolment as of October 31, 1996 as reported in the Student Information System (not reconciled to the Ministry School Reports)

THE BOARD OF EDUCATION FOR THE CITY OF HAMILTON ELEMENTARY SCHOOL ENROLMENTS AS OF OCT 31, 1996														PAGE 1
FRENCH IMMR CLASS SUMMARY														
SIZE	JK	SK	GR 1	GR 2	GR 3	GR 4	GR 5	GR 6	GR 7	GR 8	SP ED	TOTAL	<--- CUMULATIVE ---> ASCENDING DESCENDING	SIZE
1													1	1
2													2	2
3													3	3
4													4	4
5													5	5
6													6	6
7													7	7
8													8	8
9													9	9
10													10	10
11													11	11
12													12	12
13			1									1	53 100%	13
14												1	2%	14
15							1					1	4%	15
16		2		1								3	9%	16
17												3	15%	17
18		2					1					8	48 91%	18
19		1										9	17%	19
20												10	19%	20
21		1										13	25%	21
22		1	3							1		20	38%	22
23		1										21	40%	23
24		1								1		24	45%	24
25		1		2				1				10	55%	25
26			2				1	2				39	74%	26
27			1				2					42	79%	27
28								1		2		6	91%	28
29				1					1			48	92%	29
30												1	94%	30
31												1	95%	31
32							1					51	100%	32
33						1			1			2	4%	33
34														34
35														35
36														36
37														37
38														38
39														39
40														40

T.C.L.S.S.
T.P.P.L.S.
A.C.S.S.

9	178	22.37	157	22.42	148	24.66	144	24.00	105	26.25	118	29.50	102	25.50
53														
1,266														

COMPOSITE SECONDARY CLASS SIZE SUMMARY

OCTOBER 31, 1996

CHART A

SUMMARY OF AVERAGE CLASS SIZES BY SUBJECT AND LEVEL

SUBJECT	BASIC LEVEL	GENERAL LEVEL	ADVANCED LEVEL	DESTREAMED LEVEL	ALL LEVELS COMBINED
Visual Arts	-	22.7	23.1	26.9	23.7
Business	11	24.2	24.4	24.4	24.3
Data	17	-	-	-	17.0
English	13.2	24.4	24.9	23.6	24.3
Family Studies	12.0	24.1	24.3	21.7	23.4
Geography	-	25.2	24.4	24.3	24.4
History	-	24.3	25.1	23.8	24.3
Language	-	20.5	23.3	23.4	23.3
Mathematics	16.9	23.9	24.8	23.1	23.9
Music	-	21.1	23.7	21.5	22.4
Girls P.H. E.	-	23.4	22.6	25.1	24.0
Boys P.H.E.	-	24.2	21.8	23.9	23.8
Science	18.4	23.0	24.3	23.6	23.7
Technical	-	19.4	20.3	22.2	19.9
Overall Average	16.0	23.0	24.2	23.7	23.6
G. P. Vanier	9.0	19.4	20.8	23.2	20.4

CHART B

OVERVIEW OF DISTRIBUTION OF CLASS SIZES

CLASS SIZE RANGE	NUMBER OF CLASSES				
	BASIC	GENERAL	ADVANCED	DESTREAMED	ALL LEVELS COMBINED
10 OR LESS	4	29	18	22	73
11 - 20	20	343	293	199	855
21 - 25	5	391	359	436	1191
26 - 30	-	360	394	369	1123
31 - 35	-	68	141	47	256
36 TO 40	-	9	16	6	31
TOTAL	29	1200	1221	1079	3529

VOCATIONAL SECONDARY CLASS SIZE SUMMARY

OCTOBER 31, 1996

CHART A

SUMMARY OF AVERAGE CLASS SIZES BY SUBJECT AND LEVEL

SUBJECT	BASIC LEVEL	GENERAL LEVEL	ADVANCED LEVEL	DESTREAMED LEVEL	ALL LEVELS COMBINED
Visual Arts	16.3	-	-	14.4	15.4
Business	16.7	17.0	-	14.4	15.3
Data	14.8	-	-	-	14.8
English	16.0	22.0	-	14.1	15.2
Family Studies	18.5	-	-	12.2	15.0
Geography	18.5	-	-	15.7	16.8
History	16.3	-	-	-	16.3
Language	-	-	-	-	-
Mathematics	18.3	-	-	15.3	17.5
Music	-	-	-	-	-
Girls P.H. E.	20.0	-	-	16.0	17.3
Boys P.H.E.	25.8	-	-	22.0	24.3
Science	13.7	-	-	16.1	15.5
Technical	14.0	14.5	17.0	13.3	14.0
Overall Average	15.8	15.1	17.0	14.6	15.2

CHART B

OVERVIEW OF DISTRIBUTION OF CLASS SIZES

CLASS SIZE RANGE	NUMBER OF CLASSES				
	BASIC	GENERAL	ADVANCED	DESTREAMED	ALL LEVELS COMBINED
10 OR LESS	30	-	-	17	48
11 - 20	103	16	2	75	195
21 - 25	20	1	-	6	27
26 - 30	2	-	-	1	3
31 - 35	1	-	-	-	1
36 TO 40	1	-	-	-	1
TOTAL	157	17	2	99	275

Referred at 1996 12 19 Board

December 18, 1996

Mr. Don Goodridge
Director and Secretary
Hamilton Board of Education
100 Main Street West
Hamilton, Ontario
L8N 3L1

Dear Mr. Goodridge:

As the educational leaders in the secondary school system, we feel a need to respond immediately to your staffing memo of December 12, 1996. Considering the impact of the stated changes on our students' education for the next semester, we were surprised by and concerned with the lack of consultation in the process.

The increase in the pupil teacher ratio and the reduction of staff will result in the following:

- (1) increased class sizes.
- (2) missed subject expertise due to the loss of 42.67 highly specialized, new teachers.
- (3) course cancellation due to lost staff.
- (4) currently timetabled students will have their schedules altered to unwanted or unrequired course selection due to course cancellation.
- (5) grade 12 and O.A.C. students missing out on graduation requirements due to course cancellation.
- (6) students in low enrolment schools will have fewer course offerings due to the large number of single section or stacked classes which may disappear.
- (7) at-risk students will receive less support due to redeployed learning resource and guidance lines.
- (8) students will transfer to alternative institutional options (ie. night schools, summer schools and/or HWRCSSB) to acquire desired educational opportunities.

Mr. Don Goodridge

- 2 -

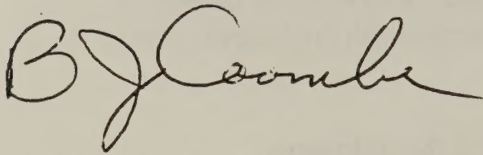
December 18, 1996

The reduction of department heads and the process outlined in your memo will cause the following problems:

- (1) subject-specific, curriculum leadership exists mainly in the schools and will now be eliminated from six or seven subject areas.
- (2) implementation of Ministry and Board curriculum initiatives require subject leadership which will now be significantly reduced.
- (3) school planning and committee structures will be negatively effected.
- (4) future changes (i.e. Secondary Reform) will require significant school leadership knowledge and involvement.
- (5) the instructions for principals to "name" eight heads is not conducive to effective team-building nor the collegiality necessary to operate a secondary school.

Fiscal responsibility is important but this should be accomplished with collaborative planning and consideration for long-range consequences.

Respectfully,



B. J. Coombe, Chair
Hamilton Secondary School Principals' Council

cc: Trustees
Senior Management
Doug Robb, OSSTF District 8

URBAN\MUNICIPAL

CAY ON HBL was

A36

1997

BOARD OF EDUCATION FOR THE CITY OF HAMILTON

SPECIAL MEETING

1997 01 27

URBAN MUNICIPAL

FEB 4 1997

GOVERNMENT DOCUMENTS

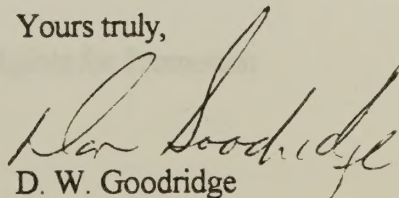
TO THE CHAIRMAN AND MEMBERS
PERSONNEL & ORGANIZATION COMMITTEE
(Trustees Darby, Hicks, Johnston, Korz, Orban, Paquin and Cunningham]

Ladies and Gentlemen:

Further to our notice of 1997 01 23 regarding the Special Meeting of the Personnel and Organization Committee scheduled for Wednesday, 1997 01 29, enclosed is an Agenda with the Recommendations of the Superintendent of Human Resources.

Your attendance is requested.

Yours truly,



D. W. Goodridge
Director of Education
and Secretary

rm

Notice sent to all trustees.

CONFIDENTIAL
JAN 1977

CONFIDENTIAL

CONFIDENTIAL

CONFIDENTIAL

FEB 4 1997

AGENDA

SPECIAL MEETING OF THE

GOVERNMENT DOCUMENTS

PERSONNEL AND ORGANIZATION COMMITTEE

1997 01 29

GENERAL

NEW BUSINESS:

1. Recommendation of the Superintendent of Human Resources

Page 1

ELEMENTARY/SECONDARY

NEW BUSINESS:

1. Recommendations of the Superintendent of Human Resources
2. Report re Secondary Principal Candidates Eligible for Promotion

Pages 2 to 5

Pages 6 to 7

TO THE SECRETARY OF THE INTERIOR
FROM THE COMMISSIONER OF THE GENERAL LAND OFFICE
SUBJECT: [Illegible]

1914

[Illegible]

[Illegible]

[Illegible]

1914

[Illegible]

1914

[Illegible]

Education Centre
100 Main Street West
Hamilton, Ontario
1997 01 29

To The Chairman and Members
Personnel and Organization Committee
Hamilton Board of Education

Ladies and Gentlemen:

GENERAL

I have the honour to present the following recommendations for your approval:

3. PROMOTIONS

(a) That Wendy Hutton (S), be appointed to the term position of Project Team Leader, (Care, Treatment and Correctional Programs: CTC - Section 27 Programs), effective 1997 01 30, with salary according to the salary schedule. This appointment is subject to Ministry of Education and Training funding and shall be reviewed annually.

New Position - Section 27 (Ministry Funded)

Respectfully submitted

Richard W. Binns,
Superintendent of Human Resources

kd

Education Centre
100 Main Street West
Hamilton, Ontario
1997 01 29

To The Chairman and Members
Personnel and Organization Committee
Hamilton Board of Education

Ladies and Gentlemen:

ELEMENTARY/SECONDARY

I have the honour to present the following recommendations for your approval:

1. PROBATIONARY STAFF APPOINTMENTS

(a) (i) That Mark Moses (E) be re-appointed to the Probationary Staff, effective 1997 02 03, with salary according to the salary schedule.

Replacement Due to New Appointment - Section 27

(ii) That Chad Gibbs (S) be appointed to the Probationary Staff, effective 1997 01 30, with salary according to the salary schedule.

New Appointment - Section 27

2. PERMANENT STAFF APPOINTMENTS

(a) That the following teachers be transferred to the Permanent Staff, effective 1997 02 03, with salary according to the salary schedule:

Barbara McIlveen (S)
Kelly Pike-Baigent (S)
Graham Timms (S)

(ii) That the following teachers be recalled and appointed to the Permanent Staff, effective as shown, with salary according to the salary schedule:

Mark Simpson (E), 1997 02 17
Wendy VandenBurg (E), 1997 02 03 (.5)

Replacements

3. PROMOTIONS

(a) (i) That Elizabeth Shuttleworth (S) be appointed to the position of Acting Principal of a Secondary School, effective as 1997 03 03, with salary according to the salary schedule.

Replacement

(ii) That the following teachers be appointed to the temporary position of Principal of a Secondary School, on an interim basis, effective 1997 01 29, with salary according to the salary schedule:

Harry Traini (S), 1997 01 29
Leann Yarwood (S), 1997 01 29

Replacements

(iii) That Richard Hart (S) be appointed to the temporary position of Vice-Principal of a Secondary School, on an interim basis, effective 1997 01 29, with salary according to the salary schedule.

Replacement

(iv) That the following teachers be appointed to the positions indicated, effective 1997 01 29, with salary according to the salary schedule:

Betty Lukey (S), (Acting Head of Department - Vocational)
Tom Mlekuz (S), (Acting Head of Department - Technical)
Jeffrey Moore (S), (Acting Assistant Head of Department - Science)
Christine Nesbitt Beaver (S), (Acting Assistant Head of Department - Business)
Keitha Seneco (S), (Acting Head of Department - Family Studies)

Replacements

5. TIMETABLE CHANGES

(a) That the following timetable changes be approved, effective 1997 01 29, with salary according to the salary schedule:

Katherine Ammendolia (S), .5 to 1.0 (3/3 Sem. 1&2)
Sarah Attridge (S), .5 to 1.0 (3/3 Sem. 1&2)
Marco Barzetti (S), .5 to 1.0 (3/3 Sem. 1&2)
Tracy Belovari (S), .5 to 1.0 (3/3 Sem. 1&2)
Richard Bonafede (S), .5 to 1.0 (3/3 Sem. 1&2)
Alison Boodhoo (S), .5 to 1.0 (3/3 Sem. 1&2)
Brian Bradley (S), .5 to 1.0 (3/3 Sem. 1&2)
Virginia Brisbin (S), from .66 to .83 (2/3 Sem. 1, 3/3 Sem. 2)
Paul Brown (S), .5 to 1.0 (3/3 Sem. 1&2)
Dean Brunetti (S), .5 to 1.0 (3/3 Sem. 1&2)
Carmen Bucci (S), .5 to 1.0 (3/3 Sem. 1&2)
Gregory Clark (S), .5 to 1.0 (3/3 Sem. 1&2)
Geoffrey Coombs (S), .5 to 1.0 (3/3 Sem. 1&2)
Gregory Corey (S), .5 to 1.0 (3/3 Sem. 1&2)
Brenda Csordas (S), .5 to 1.0 (3/3 Sem. 1&2)
Sandra Cuiciani (S), .5 to 1.0 (3/3 Sem. 1&2)
Judith Dalche (S), .5 to 1.0 (3/3 Sem. 1&2)
Margaret Dehal-Ramson (S), .5 to 1.0 (3/3 Sem. 1&2)
Joan DiBerardo (S), .5 to 1.0 (3/3 Sem. 1&2)
Joseph DiDonato (S), .5 to 1.0 (3/3 Sem. 1&2)
Maureen Dwyer (S), .5 to 1.0 (3/3 Sem. 1&2)
Darlene Etherington-Pounder (S), .5 to 1.0 (3/3 Sem. 1&2)
Shelley Falla (S), .5 to 1.0 (3/3 Sem. 1&2)
Leanne Fraser (S), .5 to 1.0 (3/3 Sem. 1&2)

Kelly George-Dalgleish (S), .5 to 1.0 (3/3 Sem. 1&2)
 Catherine Gris (S), .5 to 1.0 (3/3 Sem. 1&2)
 Tony Guther (S), .5 to 1.0 (3/3 Sem. 1&2)
 Lucy Jane Hannaford, (S), .83 to 1.0 (3/3 Sem. 1 &2)
 Joseph Henderson (S), .5 to 1.0 (3/3 Sem. 1&2)
 Sarah Hodgson (S), .5 to 1.0 (3/3 Sem. 1&2)
 Laura Hrinco (S), .5 to 1.0 (3/3 Sem. 1&2)
 Tina Kehl (S), .5 to 1.0 (3/3 Sem. 1&2)
 Cynthia Knowles (S), .5 to 1.0 (3/3 Sem. 1&2)
 John Lewis (S), .5 to 1.0 (3/3 Sem. 1&2)
 William Lipsett (S), .33 to .83 (2/3 Sem. 1, 3/3 Sem. 2)
 Ralph Martens (S), .5 to 1.0 (3/3 Sem. 1&2)
 Barbara McIlveen (S), .5 to 1.0 (3/3 Sem. 1&2)
 P. Bruce McLeod (S), .5 to 1.0 (3/3 Sem. 1&2)
 Diana Montecristo (S), .5 to 1.0 (3/3 Sem. 1&2)
 Mark Oates(S), .5 to 1.0 (3/3 Sem. 1&2)
 Christopher Page (S), .5 to 1.0 (3/3 Sem. 1&2)
 Gregory Persichini (S), .5 to 1.0 (3/3 Sem. 1&2)
 Kelly Pike-Baigent (S), .5 to 1.0 (3/3 Sem. 1&2)
 Adam Potvin (S), .5 to 1.0 (3/3 Sem. 1&2)
 Peter Robertson (S), .5 to 1.0 (3/3 Sem. 1&2)
 Patricia Rocco (S), .5 to 1.0 (3/3 Sem. 1&2)
 Cheryl Rowatt (S), .5 to 1.0 (3/3 Sem. 1&2)
 Susan Scott (S), .5 to 1.0 (3/3 Sem. 1&2)
 Theresa Sgambato (S), .5 to 1.0 (3/3 Sem. 1&2)
 Geraldine Sloan (S), .5 to 1.0 (3/3 Sem. 1&2)
 Steven Sloan (S), .5 to 1.0 (3/3 Sem. 1&2)
 Edward Stavnitzky (S), .5 to 1.0 (3/3 Sem. 1&2)
 Frank Strohschein (S), .5 to 1.0 (3/3 Sem. 1&2)
 Paul Szczyry (S), .5 to 1.0 (3/3 Sem. 1&2)
 Graham Timms (S), .5 to 1.0 (3/3 Sem. 1&2)
 Carol Town (S), .33 to .5 (2/3 Sem. 1, 1/3 Sem. 2)
 Lydia Vamos (S), .5 to 1.0 (3/3 Sem. 1&2)
 Sara Waite (S), .5 to 1.0 (3/3 Sem. 1&2)
 David Walters (S), .5 to 1.0 (3/3 Sem. 1&2)
 Leanne Ward (S), .5 to 1.0 (3/3 Sem. 1&2)
 Gail Williams (S), .83 to 1.0 (3/3 Sem. 1&2)
 Gregory Woodcroft (S), .5 to 1.0 (3/3 Sem. 1&2)
 Quahida Zaimi (S), .16 to .66 (1/3 Sem.1, 3/3 Sem. 2)
 Derek Zuccolo (S), .5 to 1.0 (3/3 Sem. 1&2)

Replacements

Teachers in Complement	- 50.33	F.T.E.
Section 27 - Outside Complement	- 9.00	F.T.E.
Dev. Delayed - Outside Complement	- 2.00	F.T.E.
Total	- 61.33	F.T.E.

7. LEAVING EMPLOYMENT

(a) That the date 1997 01 29 for Cathy O'Connor (S) to Leave the employ of the Board be approved.

8. LEAVES

Leave of Absence

(a) That the request of Doris Williamson-Jeeves (S) for a Leave of Absence effective 1997 01 01 to 1997 01 28 (1.0) and 1997 01 29 to 1997 08 31 (.33), be granted.

Return from Leave of Absence

Joni-Lee Clark (S), 1997 01 29

Melinda Lula (S), .83 (3/3 Sem. 1, 2/3 Sem. 2), 1997 01 29

Doris Williamson Jeeves (S), .66 (2/3 Semester 2 - 1/3 Leave)

Reduced Workload Leaves

(a) That the request of the following teachers for Reduced Workload Leaves of Absence, effective 1997 01 27 to 1997 08 31, be granted:

Carl Durst (S), 1.0 to .83 (3/3 Sem. 1, 2/3 Sem. 2)

Melinda Lula (S), 1.0 to .83 (3/3 Sem. 1, 2/3 Sem. 2)

June Peace (S), 1.0 to .83 (3/3 Sem. 1, 2/3 Sem. 2)

Stephen Lees (S), 1.0 to .83 (3/3 Sem. 1, 2/3 Sem. 2)

John Liddell (S), 1.0 to .83 (3/3 Sem. 1, 2/3 Sem. 2)

1.67 F.T.E.

Respectfully submitted

Richard W. Binns

Superintendent of Human Resources

kd

1997 01 29

TO: The Chairman and Members
Personnel and Organization Committee

FROM: Richard W. Binns
Superintendent of Human Resources Services

RE: **SECONDARY PRINCIPAL CANDIDATES ELIGIBLE FOR PROMOTION**

Background

In November 1996, as a result of system needs, it was necessary to initiate a Secondary Principal Promotion Process. (Academic Memorandum 007)

Issue

To establish the Secondary Principal Approved for Promotion List.

Recommendation

That the Secondary Principal List be approved and that this list become the Approved for Promotion List.

Rationale

The following candidates successfully completed the process as monitored by the Selection Committee and have been recommended by Senior Management for the Approved for Promotion List.

Leland Currie
Elizabeth Shuttleworth
Harry Traini
Leann Yarwood

kd

RATIONALE FOR ELIGIBLE FOR PROMOTION POOL

Secondary Principals

Need for February/97 (Semester 2)

Retirements - 1 (March)

Leaves - 2

Possible Need for September/97

Retirements - 1 (Intent)

Spring 1996 Pool - 0 Remaining

Fall 1996 Process - 4 Recommended for Pool

Fall 1996 Promotion Process – Secondary Principals

<i>Initial Applicants</i>	<i>Profile</i>	<i>Principal Readiness</i>	<i>Staff Observation Inventory</i>	<i>Interview</i>	<i>Recommended for Pool</i>
9	9	9	9	6	4

URBAN MUNICIPAL

CAY ON HBL W26

A36

1997

URBAN MUNICIPAL

FEB 17 1997

GOVERNMENT DOCUMENTS

AGENDA

PERSONNEL AND ORGANIZATION COMMITTEE

1997 02 13

GENERAL

NEW BUSINESS:

- | | |
|---|--------------|
| 1. Recommendations of the Superintendent of Human Resources | Pages 1 to 2 |
| 2. Staffing Report - Full Time Equivalent Positions | Pages 3 to 4 |
| 3. Report on Supply Teacher Usage | Pages 5 to 6 |

ELEMENTARY/SECONDARY

NEW BUSINESS:

- | | |
|---|--------------|
| 1. Recommendations of the Superintendent of Human Resources | Pages 7 to 9 |
|---|--------------|

Education Centre
100 Main Street West
Hamilton, Ontario
1997 02 13

To The Chairman and Members
Personnel and Organization Committee
Hamilton Board of Education

Ladies and Gentlemen:

GENERAL

I have the honour to present the following recommendations for your approval:

1. PROBATIONARY STAFF APPOINTMENTS

(a) (i) That the following staff be appointed to the Probationary Cleaning Staff in the position of Cleaner, effective as shown, with salary according to the salary schedule:

George McClary, 1997 01 06

William Mines, 1997 02 03

Ronald Pardy, 1997 02 03

Replacements

Contract Compliance

(ii) That John Hannah be appointed to the Probationary Clerical & Technical Staff in the position of Staff Assistant - Outdoor & Environmental Education Centres (Grade 7, 10 month), effective 1997 02 24, with salary according to the salary schedule.

New Position

(iii) That Pamela Nielsen be appointed to the Probationary Clerical & Technical Staff in the position of Computer Operator, Technical Services (Grade 7), effective 1997 02 24, with salary according to the salary schedule.

Replacement

Contract Compliance

2. PERMANENT STAFF APPOINTMENTS - Nil

3. PROMOTIONS

(a) That the effective date of the appointment of Wendy Hutton (S) to the term position of Project Team Leader (Care, Treatment and Correctional Programs: CTC - Section 27 Programs), approved at a previous meeting, be changed to 1996 09 20.

New Position - Section 27 (Ministry Funded)

4. INTERNAL APPOINTMENTS - Nil

5. TIMETABLE CHANGES - Nil

6. RETIREMENTS

(a) (i) That the resignations of the following staff, for the purpose of retirement, effective as shown, be accepted with regret and the Board's gratuity be paid:

Thelma Dakin, Cleaner (Cleaning Staff), 1997 05 31

Anne MacKay, Cleaner (Cleaning Staff), 1997 03 31

(ii) That the resignation of the following staff, for the purpose of retirement, effective as shown, be accepted with regret:

Amelia Costantini, Cleaner (Cleaning Staff), 1996 11 14

Joyce Hayes, Cleaner (Cleaning Staff), 1997 02 01

7. LEAVING EMPLOYMENT - Nil

8. LEAVES

Leave of Absence

(a) That the request of Casey Denton, Senior Accounting Analyst (Clerical & Technical Staff), for a Leave of Absence, effective 1997 02 01 to 1997 05 31, be granted.

Leave Extension

(a) That the request of Karen Chaikoff, Co-ordinator, Research Services (Clerical & Technical Staff), for an extension of her Leave of Absence, effective 1997 03 04 to 1997 07 08, be granted.

9. OTHERS - Nil

Respectfully submitted,

Richard W. Binns,
Superintendent of Human Resources

/dk

THE BOARD OF EDUCATION FOR THE CITY OF HAMILTON
STAFFING REPORT - FULL TIME EQUIVALENT POSITIONS

	DECEMBER 31ST ACTUALS						1996 ACTUALS						1997 ACTUALS						1996 BUDGET	
	1991	1992	1993	1994	1995	1996	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG		
Admin & Support Staff	496.21	461.16	458.16	444.96	419.76		397.85	397.85	397.85	399.45	399.45									399.05
Co-ordinators/Consultants	55.67	51.00	50.00	37.00	25.50		20.50	20.50	20.50	20.50	20.50									20.50
Teachers - Elementary	1,660.75	1,657.60	1,637.75	1,580.65	1,571.95		1,478.25	1,478.25	1,478.25	1,478.25	1,478.25									1,431.95
Secondary - Composite	850.67	861.33	839.67	802.67	772.92		747.09	747.42	747.42	747.42	747.42									722.03
- Vocational	107.67	100.67	87.00	70.00	61.00		62.33	62.33	62.33	62.33	62.33									61.00
- Vanier	34.00	35.00	36.00	37.00	37.00		35.00	35.00	35.00	35.00	35.00									35.00
Elementary DD	16.00	14.00	13.00	9.00	9.00		9.00	9.00	9.00	9.00	9.00									9.00
Secondary DD	14.67	15.33	12.67	13.00	13.33		13.33	13.33	13.33	13.33	13.33									13.33
Lunchroom - Elementary	118.50	82.86	85.25	65.32	39.00		39.00	39.00	39.00	39.00	39.00									39.00
- Secondary	7.00	7.36	7.64	4.50	4.50		2.14	2.14	2.14	2.14	2.14									2.14
- Vocational	2.00	2.00	1.71	1.07	0.89		0.36	0.36	0.36	0.36	0.36									0.36
Bus Supervisors	16.71	15.86	17.14	16.86																
Educational Assistants	223.50	250.50	232.17	232.67	233.17		240.50	240.50	243.50	243.50	243.50									233.17
Lunchroom Assistants	6.56	7.12	4.12	2.70	2.14		2.14	2.14	2.14	2.14	2.14									2.14
Ckrs/Maint/Whs/Asbestos	219.00	214.00	213.00	210.00	186.00		189.00	189.00	189.00	189.00	189.00									179.00
Cleaners/Cooks	360.00	347.00	313.00	304.00	299.00		302.00	302.00	302.00	302.00	302.00									216.18
Recoverable Tchrs/Other	41.75	40.05	36.55	38.15	38.90		38.00	38.00	38.00	41.00	41.00									37.90
- Consultants	0.33																			
- Clerical		1.00	1.00	1.00	1.00		1.00	1.00	1.00	1.00	1.00									1.00
- Educ Assist			4.33	4.33	4.33		4.00	4.00	4.00	4.00	4.00									5.33
- Admin	0.50	0.50	0.50	1.00	1.00		0.50	0.50	0.50	0.50	0.50									0.50
Full Time Equiv. Positions	4,231.49	4,164.34	4,050.66	3,875.88	3,720.39		3,581.99	3,582.32	3,585.32	3,589.92	3,589.92									3,408.64
Number Of Employees	4861	4,829	4,706	4,451	4,137		3,987	3,987	3,990	3,995	3,995									3,798
Lunchroom Enrolment	16,618	17,432	18,003	18,707	18,707		18,707	18,707	18,707	18,707	18,707									18,707
Enrolment - Elementary	*26,111	*26,387	*26,685	*27,084	*27,395		*27,588	27,590	27,582	27,552	27,484									**27,538
- Sec Composite	*12,328	*13,001	*11,529	*12,158	*12,343		*11,866	11,711	11,403	11,298	10,984									**12,039
- Sec Vocational	*950	*1,037	*771	*736	*729		*739	706	689	673	629									**722
- Sec Vanier	*382	*465	*464	*480	*503		*467	466	462	454	443									**511
- Elem D.D.	*89	*83	*82	*61	*66		*58	58	59	59	60									**53
- Sec D.D.	*65	*84	*84	*95	*94		*104	104	103	104	104									**100
- TOTAL	*39,925	*41,057	*39,615	*40,614	*41,130		*40,822	40,635	40,298	40,140	39,704									**40,963

THE BOARD OF EDUCATION FOR THE CITY OF HAMILTON
STAFFING REPORT - FULL TIME EQUIVALENT POSITIONS

1996 ACTUALS																			1996
DECEMBER 31ST ACTUALS																			BUDGET
	1991	1992	1993	1994	1995	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC		
Admin & Support Staff	496.21	461.16	458.16	444.96	419.76	408.06	408.06	408.06	408.06	408.06	408.06	399.85	399.85	397.85	397.85	397.85	399.45	399.05	
Co-ordinators/Consultants	55.67	51.00	50.00	37.00	25.50	25.50	25.50	25.50	25.50	25.50	25.50	25.50	25.50	20.50	20.50	20.50	20.50	20.50	
Teachers - Elementary	1,660.75	1,657.60	1,637.75	1,580.65	1,571.95	1,571.95	1,571.95	1,571.95	1,571.95	1,571.95	1,571.95	1,571.95	1,571.95	1,478.25	1,478.25	1,478.25	1,478.25	1,431.95	
Secondary - Composite	850.67	861.33	839.67	802.67	772.92	772.92	758.58	758.58	758.58	758.58	758.58	758.58	758.58	747.09	747.42	747.42	747.42	722.09	
- Vocational	107.67	100.67	87.00	70.00	61.00	61.00	60.33	60.33	60.33	60.33	60.33	60.33	60.33	62.33	62.33	62.33	62.33	61.00	
- Vanier	34.00	35.00	36.00	37.00	37.00	37.00	37.00	37.00	37.00	37.00	37.00	37.00	37.00	35.00	35.00	35.00	35.00	35.00	
Elementary DD	16.00	14.00	13.00	9.00	9.00	9.00	9.00	9.00	9.00	9.00	9.00	9.00	9.00	9.00	9.00	9.00	9.00	9.00	
Secondary DD	14.67	15.33	12.67	13.00	13.33	13.33	13.33	13.33	13.33	13.33	13.33	13.33	13.33	13.33	13.33	13.33	13.33	13.33	
Lunchroom - Elementary	118.50	82.86	85.25	65.32	39.00	39.00	39.00	39.00	39.00	39.00	39.00	39.00	39.00	39.00	39.00	39.00	39.00	39.00	
- Secondary	7.00	7.36	7.64	4.50	4.50	4.50	4.50	4.50	4.50	4.50	4.50	4.50	4.50	2.14	2.14	2.14	2.14	2.14	
- Vocational	2.00	2.00	1.71	1.07	0.89	0.89	0.89	0.89	0.89	0.89	0.89	0.89	0.89	0.36	0.36	0.36	0.36	0.36	
Bus Supervisors	16.71	15.86	17.14	16.86															
Educational Assistants	223.50	250.50	232.17	232.67	233.17	233.17	233.17	233.17	233.17	233.17	233.17	233.17	233.17	240.50	240.50	243.50	243.50	233.17	
Lunchroom Assistants	6.56	7.12	4.12	2.70	2.14	2.14	2.14	2.14	2.14	2.14	2.14	2.14	2.14	2.14	2.14	2.14	2.14	2.14	
Ckrs/Maint/Whs/Asbestos	219.00	214.00	213.00	210.00	186.00	181.00	181.00	181.00	181.00	181.00	181.00	189.00	189.00	189.00	189.00	189.00	189.00	179.00	
Cleaners/Cooks	360.00	347.00	313.00	304.00	299.00	299.00	299.00	299.00	299.00	299.00	299.00	299.00	299.00	302.00	302.00	302.00	302.00	216.18	
Recoverable- Tchrs/Other	41.75	40.05	36.55	38.15	38.90	38.90	38.90	38.90	38.90	38.90	38.90	38.90	38.90	38.00	38.00	38.00	41.00	37.90	
- Consultants	0.33																		
- Clerical		1.00	1.00	1.00	1.00	2.00	2.00	2.00	2.00	2.00	2.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	
- Educ Assist			4.33	4.33	4.33	5.33	5.33	5.33	5.33	5.33	5.33	5.33	5.33	4.00	4.00	4.00	4.00	5.33	
- Admin	0.50	0.50	0.50	1.00	1.00	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	
Full Time Equiv. Positions	4,231.49	4,164.34	4,050.66	3,875.88	3,720.39	3,705.19	3,690.18	3,690.18	3,690.18	3,690.18	3,690.18	3,688.97	3,688.97	3,581.99	3,582.32	3,585.32	3,589.92	3,408.64	
Number Of Employees	4861	4,829	4,706	4,451	4,137	4,121	4,107	4,107	4,107	4,107	4,115	4,106	4,106	3,987	3,987	3,990	3,995	3,798	
Lunchroom Enrolment	16,618	17,432	18,003	18,707	18,707	18,707	18,707	18,707	18,707	18,707	18,707	18,707	18,707	18,707	18,707	18,707	18,707	18,707	
Enrolment - Elementary	*26,111	*26,387	*26,685	*27,084	*27,395	27,409	27,378	27,415	27,409	27,396	27,297			*27,588	27,590	27,582	27,552	**27,538	
- Sec Composite	*12,328	*13,001	*11,529	*12,158	*12,343	11,386	11,568	11,304	11,162	10,840	10,743			*11,866	11,711	11,403	11,298	**12,039	
- Sec Vocational	*950	*1,037	*771	*736	*729	626	668	637	622	574	556			*739	706	689	673	**722	
- Sec Vanier	*382	*465	*464	*480	*503	480	491	490	486	477	473			*467	466	462	454	**511	
- Elem D.D.	*89	*83	*82	*61	*66	66	67	67	66	66	62			*58	58	59	59	**53	
- Sec D.D.	*65	*84	*84	*95	*94	95	93	92	92	91	90			*104	104	103	104	**100	
- TOTAL	*39,925	*41,057	*39,615	*40,614	*41,130	40,062	40,265	40,005	39,837	39,444	39,221			*40,822	40,635	40,298	40,140	**40,963	

*September 30th Enrolments

**Projected Enrolments

REVISED REPORT - Prepared by Human Resources - February 13, 1997

REPORT OF SUPPLY TEACHER USAGE - DECEMBER 31, 1996

SECONDARY															
MONTH	Teaching Days	Personal Leave Days/Contract	Personal Reasons /Illness	Field Work /Co-Instr Activities	Conf. /Seminar /Meeting Outside System	Planning /Curriculum /In-Service /Meeting Inside System	In School Meeting	Feder-ation Matters	Other	1996 Total Days	1995 Total Days	1995 Total Expense	1996 \$ Expense	1996 Long Term Occasional	1996 Total Expense
JANUARY	16.0	11.5	213.5		4.0	4.0		2.5		224.0	291.0	95,880	30,925	47,491	78,416
FEBRUARY	20.0	22.0	326.0	2.5	4.0	22.0	1.0	8.5		364.0	514.5	117,516	33,143	34,989	68,132
MARCH	16.0	29.0	392.5	6.5		3.5		2.5		405.0	503.0	115,959	36,779	43,892	80,671
APRIL	20.0	32.0	700.0	13.5	4.5	36.5		5.5		760.0	316.5	96,199	40,042	52,476	92,518
MAY	21.0	122.0	636.5	70.0	9.5	14.5		10.5		741.0	494.0	134,455	60,320	77,256	137,576
JUNE	20.0	104.5	540.5	11.0		2.0		1.0		554.5	270.0	114,159	30,843	84,222	115,065
JULY															
AUGUST															
SEPTEMBER	20.0	24.5	263.5	14.5	1.0	10.5		8.0		297.5	250.5	52,268	31,680	22,303	53,983
OCTOBER	22.0	145.0	461.5	18.0	8.5	16.0	2.0			506.0	263.5	83,588	52,809	41,448	94,257
NOVEMBER	21.0	139.5	472.0	18.0	11.5	10.5	.5	5.0		517.5	423.5	121,973	45,788	47,910	93,698
DECEMBER	15.0	52.0	426.0	18.5		0.5	1.0	1.5		447.5	248.5	89,898	43,163	27,460	70,623
TOTALS		682.0	4432.0	172.5	43.0	120.0	4.5	45.0		4817.0	3575.0	1,021,895	405,492	479,447	884,939
% Of Total			92.0	3.6	0.9	2.5	0.1	0.9							

ELEMENTARY															
MONTH	Teaching Days	Personal Leave Days/Contract	Personal Reasons /Illness	Field Work /Co-Instr Activities	Conf. /Seminar /Meeting Outside System	Planning /Curriculum /In-Service /Meeting Inside System	In School Meeting	Feder-ation Matters	Other	1996 Total Days	1995 Total Days	1995 Total Expense	1996 \$ Expense	1996 Long Term Occasional	1996 Total Expense
JANUARY	17.0	23.5	963.5	11.0	5.0	28.0	11.5	4.5		1023.5	1502.5	363,450	109,851	130,895	240,746
FEBRUARY	20.0	45.0	1662.5	25.5	9.0	16.0	19.5	12.5		1745.0	1563.5	416,610	134,604	186,515	321,119
MARCH	15.0	35.0	1249.5	28.5	2.0	24.5	37.5	3.5		1345.5	1175.5	285,991	127,268	96,573	223,841
APRIL	20.0	48.0	2160.5	11.5	10.0	37.0	47.0	2.5		2268.5	1390.0	282,405	149,792	127,337	277,129
MAY	21.0	101.0	1665.0	6.0	6.0	71.0	71.5	14.5		1834.0	1350.0	313,765	143,626	175,094	318,720
JUNE	18.0	233.0	1366.5	56.0	3.0	30.5	29.0	31.5		1516.5	1211.5	262,092	115,397	182,130	297,527
JULY															
AUGUST															
SEPTEMBER	20.0	22.0	556.0		8.5	6.5	20.5	8.0		599.5	472.0	78,323	68,033	20,922	88,955
OCTOBER	22.0	43.0	1422.5	15.0	10.5	28.0	62.5	5.5		1544.0	1062.0	188,504	147,348	95,055	242,403
NOVEMBER	21.0	48.5	1551.5	6.0	14.0	29.0	51.0	1.0		1652.5	1465.5	270,377	159,978	101,036	261,014
DECEMBER	15.0	39.0	1308.5	2.5	13.5	16.0	31.0	6.5		1378.0	1033.0	194,499	120,636	92,362	212,998
TOTALS		638.0	13906.0	162.0	81.5	286.5	381.0	90.0		14907.0	12225.5	2,656,016	1,276,533	1,207,919	2,484,452
% Of Total			93.3	1.1	0.5	1.9	2.6	0.6							

SECONDARY & ELEMENTARY															
	Personal Leave Days/Contract	Personal Reasons /Illness	Field Work /Co-Instr Activities	Conf./Seminar /Meeting Outside System	Planning /Curriculum /In-Service /Meeting Inside System	In School Meeting	Feder-ation Matters	Other	1996 Total Days	1995 Total Days	1995 Total Expense	1996 \$ Expense	1996 Long Term Occasional	1996 Total Expense	1996 % Spent
MONTH	35.0	1177.0	11.0	9.0	32.0	11.5	7.0		1247.5	1793.5	459,330	140,776	178,386	319,162	
JANUARY	67.0	1988.5	28.0	13.0	38.0	20.5	21.0		2109.0	2078.0	534,126	167,747	221,504	389,251	
FEBRUARY	64.0	1642.0	35.0	2.0	28.0	37.5	6.0		1750.5	1678.5	401,950	164,047	140,465	304,512	
MARCH	80.0	2860.5	25.0	14.5	73.5	47.0	8.0		3028.5	1706.5	378,604	189,834	179,813	369,647	
APRIL	223.0	2301.5	76.0	15.5	85.5	71.5	25.0		2575.0	1844.0	448,220	203,946	252,350	456,296	
MAY	337.5	1907.0	67.0	3.0	32.5	29.0	32.5		2071.0	1481.5	376,251	146,240	266,352	412,592	
JUNE															
JULY															
AUGUST															
SEPTEMBER	46.5	819.5	14.5	9.5		20.5	16.0		897.0	722.5	130,591	99,713	43,225	142,938	
OCTOBER	188.0	1884.0	33.0	19.0	44.0	64.5	5.5		2050.0	1325.5	272,092	200,157	136,503	336,660	
NOVEMBER	188.0	2023.5	24.0	25.5	39.5	51.5	6.0		2170.0	1889.0	392,350	205,766	148,946	354,712	
DECEMBER	91.0	1734.5	21.0	13.5	16.5	32.0	8.0		1825.5	1281.5	284,397	163,799	119,822	283,621	
TOTALS	1320.0	18338.0	334.5	124.5	406.5	385.5	135.0		19724.0	15800.5	3,677,911	1,682,025	1,687,366	3,369,391	112.3
% Of Total		93.1	1.7	0.6	2.0	2.0	0.7								

NOTE: 1996 Total Expense is Run 2 of Year End Process
(Expense subject to change)

1996 BUDGET
\$3,000,000

Education Centre
100 Main Street West
Hamilton, Ontario
1997 02 13

To The Chairman and Members
Personnel and Organization Committee
Hamilton Board of Education

Ladies and Gentlemen:

ELEMENTARY/SECONDARY

I have the honour to present the following recommendations for your approval:

1. PROBATIONARY STAFF APPOINTMENTS

(a) (i) That Lisa Sanelli (E) be re-appointed to the Probationary Staff, effective 1997 03 03, with salary according to the salary schedule.

Replacement

(ii) That J. Owen Redden (S) be appointed to the Probationary Staff, effective 1997 02 17 (.33 - 2/3 Semester 2), with salary according to the salary schedule.

Replacement

2. PERMANENT STAFF APPOINTMENTS

(a) That Cynthia Campanella (E) be recalled and appointed to the Permanent Staff, effective 1997 04 01, with salary according to the salary schedule.

Replacement

3. PROMOTIONS

(b) That the following staff be promoted to the position of Elementary School Secretary - Grade 8, 10 month (Clerical & Technical Staff), effective as shown, with salary according to the salary schedule:

Karen Provost, 1997 02 24

Linda Sheppard, 1997 02 17

Replacements

Contract Compliance

4. INTERNAL APPOINTMENTS - Nil

5. TIMETABLE CHANGES

(a) That the following timetable changes be approved, effective as shown, with salary according to the salary schedule:

Mary Lou Mauro (E), .5 to 1.0, 1997 02 01

Adele Schiedel (S), .83 to 1.0 (3/3 Sem. 1&2)

Replacements

6. RETIREMENTS

(a) (i) That the resignation of Marjorie Randall, Elementary School Principal, for the purpose of retirement, effective 1997 06 30, be accepted with regret and the Board's gratuity be paid.

(ii) That the resignations of the following teachers, for the purpose of retirement, effective as shown, be accepted with regret and the Board's gratuity be paid:

Douglas dePass (E), 1997 04 30
Gerald Kilby (S), 1997 08 31
Alan Kingston (S), 1997 06 30
David Martell (S), 1997 02 14

7. LEAVING EMPLOYMENT - Nil

8. LEAVES

Leave of Absence

(a) That the requests of the following teachers, for a Leave of Absence, effective as shown, be granted:

Darlene Baker (E), 1997 03 03 to 1997 08 31
Andrea L. Bradshaw (E), 1997 03 24 to 1997 09 26
Linda Cooper (E), 1996 11 29
Susan Crossgrove (E), 1996 06 18
Charlene Durritt (E), 1997 01 09
Jyoti de Haan (S), 1997 03 17 to 1997 08 31
Eleanor Gallagher (S), 1997 02 10 to 1997 08 31
Virginia A. Hewick (E), 1997 03 07 to 1997 11 06
Lynn Krusto (E), 1997 02 10 to 1997 10 10
Anne Pittis (E), 1996 12 10
Katherine M. Preston (E), 1997 02 24 to 1997 06 13
Denise Raue (E), 1997 01 29
Sylvie Sauer (E), 1997 03 17 to 1997 11 14
Sybille Stahl (E), 1997 02 17 to 1997 08 31

Leave of Absence - Date Change

(a) That the dates of the Leave of Absence granted to Nelly Hirasawa (S) at a previous meeting, be changed to 1997 01 06 to 1997 08 31.

Leave Extension

(a) That the requests of the following teachers for an extension of their Leaves of Absence, effective as shown, be granted:

Jennifer Holmes-Dziuba (E), 1997 04 07 to 1997 08 31
Edith Schroedter (S), 1997 02 01 to 1997 08 31
Paula Scott (S), 1997 02 01 to 1997 08 31

Leave of Absence - "Four Over Five"

(a) That the requests of the following teachers for Leaves of Absence under the Salary Holdback Plan ("Four Over Five") according to the Collective Agreement, effective as shown, be granted:

(i) That the request of Joseph Bjegovich for a one year Leave of Absence under the Salary Holdback Plan ("Four Over Five") of the Elementary Collective Agreement be amended to read from September to December, 1997 and from January to June, 1999.

(ii) That approval be granted for the request of Errol Hannibal for a Leave of Absence under the Salary Holdback Plan ("Four Over Five") of the Secondary Collective Agreement for the second semester of the 1998-99 school year.

(iii) That approval be granted for the request of Janet MacLennan for a Leave of Absence under the Salary Holdback Plan ("Four Over Five") of the Secondary Collective Agreement for the second semester of the 1998-99 school year.

Reduced Workload Leaves

(a) That the request of Virginia Brisbin (S) for a .16 Reduced Workload Leave of Absence, effective 1997 01 29 (2/3 Sem. 1&2), be granted.

Return from Leave of Absence

(a) That the following teachers be returned from a Leave of Absence, effective as shown:

Keith Archer (S), 1997 01 29
Sheila Babb (S), 1997 01 29
Sharon Bray (S), 1997 01 29
Pamela Carson-White (E), 1997 02 24
Leslie Forsyth (E), 1997 01 01
Penny Hamaoka (E), 1997 09 01
Nelly Hirasawa (S), 1997 09 01
Debra Ann Kerr-Pendlebury (E), 1997 02 03
Allison Montgomery (E), 1997 09 01 (.5)
Donald Newton (S), 1997 01 29
Patricia Newton (S), 1997 01 29

9. **OTHERS** - Nil

Respectfully submitted,

Richard W. Binns,
Superintendent of Human Resources

dk

AGENDA
PERSONNEL AND ORGANIZATION COMMITTEE
1997 03 18

URBAN MUNICIPAL

Confirmation of the minutes of the special meeting of 1997 01 29.

MAR 18 1997

GENERAL

GOVERNMENT DOCUMENTS

BUSINESS ARISING FROM THE MINUTES:

1. Report re Job Evaluation

Pages 1 to 4

NEW BUSINESS:

1. Recommendations of the Superintendent of Human Resources

Pages 5 to 8

2. Staffing Report - Full Time Equivalent Positions

Pages 9 to 10

3. Report on Supply Teacher Usage

Pages 11 to 14

4. Temporary Assistance Reports

- Substitute Cleaner/Casual Assistance Usage
- Temporary Assistance Expenditures

Pages 15 to 16

Pages 17 to 18

5. Request for a Report on Nature and Number of Personal Leaves and Illnesses - Trustee Orban

ELEMENTARY/SECONDARY

NEW BUSINESS:

1. Recommendations of the Superintendent of Human Resources

Pages 19 to 21

1940-1941

1940-1941

1997 03 18.

TO: The Chairman and Members
Personnel and Organization Committee
Hamilton Board of Education

FROM: Rick Binns, Superintendent, Human Resources Services

RE: JOB EVALUATION

REPORT: INFORMATION

BACKGROUND:

Requirements under the Pay Equity Act

In 1987, the Pay Equity Act mandated employers to identify and compare female dominated jobs to male dominated jobs and make pay adjustments where necessary, by spending one (1) percent of the previous year's payroll until pay equity was achieved in a maximum of five (5) years.

The Pay Equity Act also requires that pay equity be maintained. Maintenance has come to be defined, through case rulings, as the employer's responsibility to ensure that when a job changes significantly, the job is re-evaluated to determine that it is placed in the correct salary grade with the appropriate male comparator job. This process must be routine and ongoing to ensure that the legislation is complied with.

Since the original pay equity plans were posted, the number of job evaluations has been minimal. Job Evaluation for the OSSTF, Office, Clerical and Technical Bargaining Unit (referred to as OCTU) has not occurred since 1990. In addition, several requests have been made for the evaluation of Professional Administrative Support Services (referred to as PASS) positions.

The last time the Board was advised of the status of Pay Equity and Job Evaluation was October, 1994. During the past few months the Board has undertaken job evaluation for both OCTU and PASS. Since 1994, we have completed job evaluation on 8 PASS positions and 17 OCTU positions. (See Appendix A - Job Evaluation conducted since 1994)

As of this date we have not completed the job evaluation process. At the time of writing this report there were 2 OCTU positions and 8 PASS positions remaining to be evaluated.

ISSUE:

To provide a report that outlines the current status of the Board's Job Evaluation Plan.

Page 2.

RECOMMENDATION:

That this report be received for information.

RATIONALE:

The Pay Equity Act mandates employers to have achieved and to maintain pay equity through either negotiations or a salary administrative system of job evaluation.

All job evaluation systems used in Ontario measure the value of the job to the employer under four (4) criteria: skill, mental and physical effort, responsibility and working conditions. In an environment of downsizing and restructuring and with the introduction of new technology, it is common for jobs to change in one or more of the following ways:

- (i) new or more sophisticated skills are required (either education and/or experience)
- (ii) the physical effort increases
- (iii) the complexity of the job increases
- (iv) the impact of the job inside and outside of the Board increases
- (v) supervisory duties increase
- (vi) contacts are greater and of a different nature
- (vii) accountability for one's own or another person's work changes
- (viii) the environmental working conditions change (e.g. an increase in the amount of driving)
- (ix) stress increases (e.g. an increase in interruptions, deadlines and pressures)

When a combination of some of the changes outlined above occur, the result is often an increase in salary grade level. Conversely, if a job is simply assigned more work at the same level, the salary grade will remain unchanged.

Prepared by: Deborah Russon, Manager, Employee Relations.

APPENDIX 'A'

Professional Administrative Support Services (PASS)

Since 1994, the following positions in PASS have been evaluated:

Position	# of Incumbents	Salary Grade		Annual Increase
		From	To	
Manager, Administrative Services	1	13	15	\$ 5,365
Secretary, Superintendent of Finance	1	8	9	2,995
Secretary, Human Resources	1	8	9	2,995
Administrative Assistants	3	10	Unchanged	Nil
Administrative Assistants Twinned Schools	4	10 +	11	17,836
		Responsibility Allowance		-3,000
Manager, Technical Services	1	16	17	4,393
Supervisor, Distribution Support	1	10	Unchanged	Nil
Secretary, Assistant Superintendent of Schools	2	8	Unchanged	Nil
Total Annual Cost				\$30,584

O.S.S.T.F., Office, Clerical & Technical Bargaining Unit

Position	# of Incumbents	Salary Grade		Annual Increase
		From	To	
Buyer, Purchasing	2	10	Unchanged	Nil
Assessment/Transportation Supervisor	1	11	Unchanged	Nil
Assessment Clerk	1	7	8	1,962
Senior Payroll Clerk	3	7	Unchanged	Nil
Clerk, Paikin Library	1	3	5	1,735
Media Library Clerks - Dundurn	2	4	Unchanged	Nil
	1	3	4	860
Senior Secretary, Research	1	5	6	2,311
Secretary, Research	8	5	6	1,849
Clerk, Kit Services	2	3	4	1,720
OSR Clerk, Student Records	1	6	8	3,797
Co-op Secretary	1	5	6	2,311
Multi-Media Specialist	1	9	Unchanged	Nil
Benefits Clerk (Pensions)	1	8	9	2,995

Appendix 'A' Continued

Position	# of Incumbents	Salary Grade		Annual Increase
		From	To	
Benefits Clerk (Benefits)	1	5	8	6,108
Sick Leave & Attendance Clerk	1	6	7	1,835
Secondary Secretary, Vocational	3.8	4	6	10,247
Secondary Secretary, Elementary	11.2	4	6	30,195
Total Annual Cost				\$67,925

SUMMARY OF EVALUATION RESULTS

Professional Administrative Support Services

No. of positions Unchanged	3
No. of positions Increased One Salary Grade	4
No. of positions Increased Two Salary Grades	1

O.S.S.T.F., Office, Clerical and Technical Bargaining Unit

No. of positions Unchanged	5
No. of positions Increased One Salary Grade	8
No. of positions Increased Two Salary Grades	4
No. of positions Increased Three Salary Grades	1

Education Centre
100 Main Street West
Hamilton, Ontario
1997 03 18

The The Chairman and Members
Personnel and Organization Committee
Hamilton Board of Education

Ladies and Gentlemen:

GENERAL

I have the honour to present the following recommendations for your approval:

1. **PROBATIONARY STAFF APPOINTMENTS**

(a) That Steven Weis be appointed to the Probationary Cleaning Staff in the position of Cleaner, effective 1997 02 17, with salary according to the salary schedule.

Replacement

Contract Compliance

2. **PERMANENT STAFF APPOINTMENTS** - Nil

3. **PROMOTIONS** - Nil

4. **INTERNAL APPOINTMENTS** - Nil

5. **TIMETABLE CHANGES** - Nil

6. **RETIREMENTS** Nil

7. **LEAVING EMPLOYMENT**

(a) That the date, 1997 03 31, for the following staff to leave the employ of the Board be approved:

Ainsworth, Byron Ross (Cleaner, Cleaning Staff)
Attwood, David Peter (Cleaner, Cleaning Staff)
Avery, Robert David (Cleaner, Cleaning Staff)
Baglin, Gary Leslie (Cleaner, Cleaning Staff)
Balika, Mohammad Salim (Cleaner, Cleaning Staff)
Belanger, Irma Delores (Cleaner, Cleaning Staff)
Bell, Stanley David (Cleaner, Cleaning Staff)
Bertrand, Nicole Huguette (Cleaner, Cleaning Staff)
Biason, Maria (Cleaner, Cleaning Staff)
Boffa, Lucie Joanne (Cleaner, Cleaning Staff)
Boffa, Santo Michael (Cleaner, Cleaning Staff)
Bowker, Paul Hugh (Cleaner, Cleaning Staff)
Buckland, Veronica Coburn (Cleaner, Cleaning Staff)
Caron, Maurice Philip (Cleaner, Cleaning Staff)

Carter, Francine Denise (Cleaner, Cleaning Staff)
Catanyag, Danilo M. (Cleaner, Cleaning Staff)
Clarke, Robert (Cleaner, Cleaning Staff)
D'Ambrosio, Giuseppe (Joe) (Assistant Caretaker, Caretaker & Maintenance Staff)
Dakin, Karen Moore (Cleaner, Cleaning Staff)
DeAbreu, Hermeline Juliette (Cleaner, Cleaning Staff)
Deacons, Toni Louise (Cleaner, Cleaning Staff)
Dean, Ronald William (Cleaner, Cleaning Staff)
Delaney, David Raymond (Cleaner, Cleaning Staff)
Deneault, Maurice Wilfred (Cleaner, Cleaning Staff)
Dion, Nellie Jean (Cleaner, Cleaning Staff)
Dixon, Sean Andrew (Cleaner, Cleaning Staff)
Doiron, Lee Christian (Cleaner, Cleaning Staff)
DosReis, Delfina (Cleaner, Cleaning Staff)
Ellis, James Robert (Cleaner, Cleaning Staff)
Everett, Peter John (Cleaner, Cleaning Staff)
Fairhall, (Rebecca) Marie (Cleaner, Cleaning Staff)
Fisher, Blossom Louise (Bonnie) (Cleaner, Cleaning Staff)
Forsyth, Brent Edward (Cleaner, Cleaning Staff)
Gagliano, Joseph Paul (Cleaner, Cleaning Staff)
Gagnon, Richard Maurice (Cleaner, Cleaning Staff)
Galvin, John Griffen (Assistant Caretaker, Caretaking & Maintenance Staff)
Gionomo, Mauro Cosimo (Cleaner, Cleaning Staff)
Gordon, Eloise (Cleaner, Cleaning Staff)
Goreing, Donna Marie Sardella Clarke (Cleaner, Cleaning Staff)
Gouthro, LEEANNE Gail (Cleaner, Cleaning Staff)
Govedar, Aurel (Cleaner, Cleaning Staff)
Gray, David Robert (Cleaner, Cleaning Staff)
Gray, Patricia Ruth (Cleaner, Cleaning Staff)
Griggs, Daniel Joseph (Cleaner, Cleaning Staff)
Grimshaw, Ruth (Cleaner, Cleaning Staff)
Guitard, Dawn Mary (Cleaner, Cleaning Staff)
Halt, Daniel (Cleaner, Cleaning Staff)
Hansen, Daniel Arnold (Cleaner, Cleaning Staff)
Hebden, Donna May (Cleaner, Cleaning Staff)
Hickey, Leo Francis (Assistant Caretaker, Caretaking & Maintenance Staff)
Howe, Donald Nathan (Cleaner, Cleaning Staff)
Hyrski, Anne Marie (Cleaner, Cleaning Staff)
Joseph, Rita Bernadette (Cleaner, Cleaning Staff)
Joslin, Kenneth William (Cleaner, Cleaning Staff)
Kelly, Paul Richard (Assistant Caretaker, Caretaking & Maintenance Staff)
Kierstead, Rowan Anthony (Cleaner, Cleaning Staff)
Lederman, Deborah Llynne (Cleaner, Cleaning Staff)
Li, Yurong (Cleaner, Cleaning Staff)
MacDonald, Michelle Ann (Cleaner, Cleaning Staff)
MacKinnon, Anthony Allan (Cleaner, Cleaning Staff)
MacMunn, Shawn Keegan (Cleaner, Cleaning Staff)
Malloy, Daniel Stephen (Assistant Caretaker, Caretaking & Maintenance Staff)
Maloney, Frances Ellen (Cleaner, Cleaning Staff)
Marlor, Guy Edward (Cleaner, Cleaning Staff)

Matijasic, Steve (Cleaner, Cleaning Staff)
 McClary, George Harry (Cleaner, Cleaning Staff)
 McGrath, Vivienne Angela (Cleaner, Cleaning Staff)
 McGrimmond, Frank Henry (Assistant Caretaker, Caretaking & Maintenance Staff)
 Mercer, Irene Patricia (Cleaner, Cleaning Staff)
 Mercer, John Joseph (Cleaner, Cleaning Staff)
 Mercer, Richard Dean (Cleaner, Cleaning Staff)
 Mines, William James (Cleaner, Cleaning Staff)
 Mitchell, Brian Paul (Cleaner, Cleaning Staff)
 Mitchell, Clay Harry (Cleaner, Cleaning Staff)
 Montgomery, Sandra Elizabeth (Cleaner, Cleaning Staff)
 Naleye, Mohamed Hussein (Cleaner, Cleaning Staff)
 Nezic, Mioljka (Cleaner, Cleaning Staff)
 Ngo, Hung Bao (Assistant Caretaker, Caretaking & Maintenance Staff)
 Pardy, Ronald Hector (Cleaner, Cleaning Staff)
 Pawley, David Edward (Cleaner, Cleaning Staff)
 Pettigrew, Edith Lorraine (Cleaner, Cleaning Staff)
 Poff, Mary Elizabeth (Assistant Caretaker, Caretaking & Maintenance Staff)
 Poyton, Allan Royal (Cleaner, Cleaning Staff)
 Radcliffe, Zepheniah (Cleaner, Cleaning Staff)
 Robbins, Mary Catherine (Cleaner, Cleaning Staff)
 Robinson, Susan McLean (Cleaner, Cleaning Staff)
 Romanuk, Steven Mark (Cleaner, Cleaning Staff)
 Roy, Rita Elizabeth (Assistant Caretaker, Caretaking & Maintenance Staff)
 Ryder, Christopher Douglas (Cleaner, Cleaning Staff)
 Scoccia, Catherine Marie (Cleaner, Cleaning Staff)
 Sporbeck, Douglas Harold (Cleaner, Cleaning Staff)
 Sporbeck, Rose Maria (Cleaner, Cleaning Staff)
 Springer, Tyrone St. Elmo (Cleaner, Cleaning Staff)
 Stephens, Dianna Irene Waller (Cleaner, Cleaning Staff)
 Tompa, John Alexander (Cleaner, Cleaning Staff)
 Trentin, Dawn Nancy (Cleaner, Cleaning Staff)
 Trifunovic, Vera (Cleaner, Cleaning Staff)
 Tupper, Peter Vance (Cleaner, Cleaning Staff)
 Ustynsky, Daniel (Cleaner, Cleaning Staff)
 Van Horne, Blake Charles (Cleaner, Cleaning Staff)
 Wardell, David Edwin (Cleaner, Cleaning Staff)
 Weis, Steven James (Cleaner, Cleaning Staff)
 Whalen, Evelyn Marie (Cleaner, Cleaning Staff)

94 Cleaner Layoffs

9 Assistant Caretaker Layoffs

8. LEAVES

Return from Leave of Absence

(a) That Fiona Russell (Students Records Co-ordinator, Clerical and Technical Staff) be returned from a Leave of Absence, effective 1997 03 10.

Leave Extension

(a) That the request of Ingrid Scott, Head Librarian (Administrative Staff) for an extension of her Leave of Absence, effective 1997 04 14 to 1998 04 10, be granted.

10. OTHERS - Nil

Respectfully submitted,

Richard W. Binns,
Superintendent of Human Resources

THE BOARD OF EDUCATION FOR THE CITY OF HAMILTON
STAFFING REPORT - FULL TIME EQUIVALENT POSITIONS

	1996 ACTUALS												1997 ACTUALS					1996 BUDGET	
	1991	1992	1993	1994	1995	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG		
Admin & Support Staff	496.21	461.16	458.16	444.96	419.76	397.85	397.85	397.85	399.45	399.45	399.45								399.05
Co-ordinators/Consultants	55.67	51.00	50.00	37.00	25.50	20.50	20.50	20.50	20.50	20.50	20.50								20.50
Teachers - Elementary	1,660.75	1,657.60	1,637.75	1,580.65	1,571.95	1,478.25	1,478.25	1,478.25	1,478.25	1,478.25	1,478.25								1,431.95
Secondary - Composite	850.67	861.33	839.67	802.67	772.92	745.76	745.76	745.76	745.76	745.76	733.43								722.09
- Vocational	107.67	100.67	87.00	70.00	61.00	62.33	62.33	62.33	62.33	62.33	57.67								61.00
- Vanier	34.00	35.00	36.00	37.00	37.00	35.00	35.00	35.00	35.00	35.00	35.00								35.00
Elementary DD	16.00	14.00	13.00	9.00	9.00	9.00	9.00	9.00	9.00	9.00	9.00								9.00
Secondary DD	14.67	15.33	12.67	13.00	13.33	13.33	13.33	13.33	13.33	13.33	13.33								13.33
Lunchroom - Elementary	118.50	82.86	85.25	65.32	39.00	39.00	39.00	39.00	39.00	39.00	39.00								39.00
- Secondary	7.00	7.36	7.64	4.50	4.50	2.14	2.14	2.14	2.14	2.14	2.14								2.14
- Vocational	2.00	2.00	1.71	1.07	0.89	0.36	0.36	0.36	0.36	0.36	0.36								0.36
Bus Supervisors	16.71	15.86	17.14	16.86															
Educational Assistants	223.50	250.50	232.17	232.67	233.17	240.50	240.50	243.50	243.50	243.50	243.50								233.17
Lunchroom Assistants	6.56	7.12	4.12	2.70	2.14	2.14	2.14	2.14	2.14	2.14	2.14								2.14
Ctrks/Maint/Whts/Asbestos	219.00	214.00	213.00	210.00	186.00	189.00	189.00	189.00	189.00	189.00	189.00								179.00
Cleaners/Cooks	360.00	347.00	313.00	304.00	299.00	302.00	302.00	302.00	302.00	302.00	302.00								216.18
Recoverable-Tchrs/Other	41.75	40.05	36.55	38.15	38.90	38.50	38.50	38.50	41.50	41.50	42.50								37.90
- Consultants	0.33																		
- Clerical		1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00								1.00
- Educ Assist			4.33	4.33	4.33	4.00	4.00	4.00	4.00	4.00	4.00								5.33
- Admin	0.50	0.50	0.50	1.00	1.00	0.50	0.50	0.50	0.50	0.50	0.50								0.50
Full Time Equiv. Positions	4,231.49	4,164.34	4,050.66	3,875.88	3,720.39	3,581.16	3,581.16	3,584.16	3,588.76	3,588.76	3,572.77								3,408.64
Number Of Employees	4861	4,829	4,706	4,451	4,137	3,987	3,987	3,990	3,995	3,995	3,979								3,798
Lunchroom Enrolment	16,618	17,432	18,003	18,707	18,707	18,707	18,707	18,707	18,707	18,707	18,707								18,707
Enrolment - Elementary	*26,111	*26,387	*26,685	*27,084	*27,395	*27,588	*27,590	*27,582	*27,552	*27,484	*27,448								**27,538
- Sec Composite	*12,328	*13,001	*11,529	*12,158	*12,343	*11,866	*11,711	*11,403	*11,298	*10,984	*11,094								**12,039
- Sec Vocational	*950	*1,037	*771	*736	*729	*739	*706	*689	*673	*629	*644								**722
- Sec Vanier	*382	*465	*464	*480	*503	*467	*466	*462	*454	*443	*441								**511
- Elem D.D.	*89	*83	*82	*61	*66	*58	*58	*59	*59	*60	*62								**53
- Sec D.D.	*65	*84	*84	*95	*94	*104	*104	*103	*104	*104	*103								**100
- TOTAL	*39,925	*41,057	*39,615	*40,614	*41,130	*40,822	*40,635	*40,298	*40,140	*39,704	*39,792								**40,963

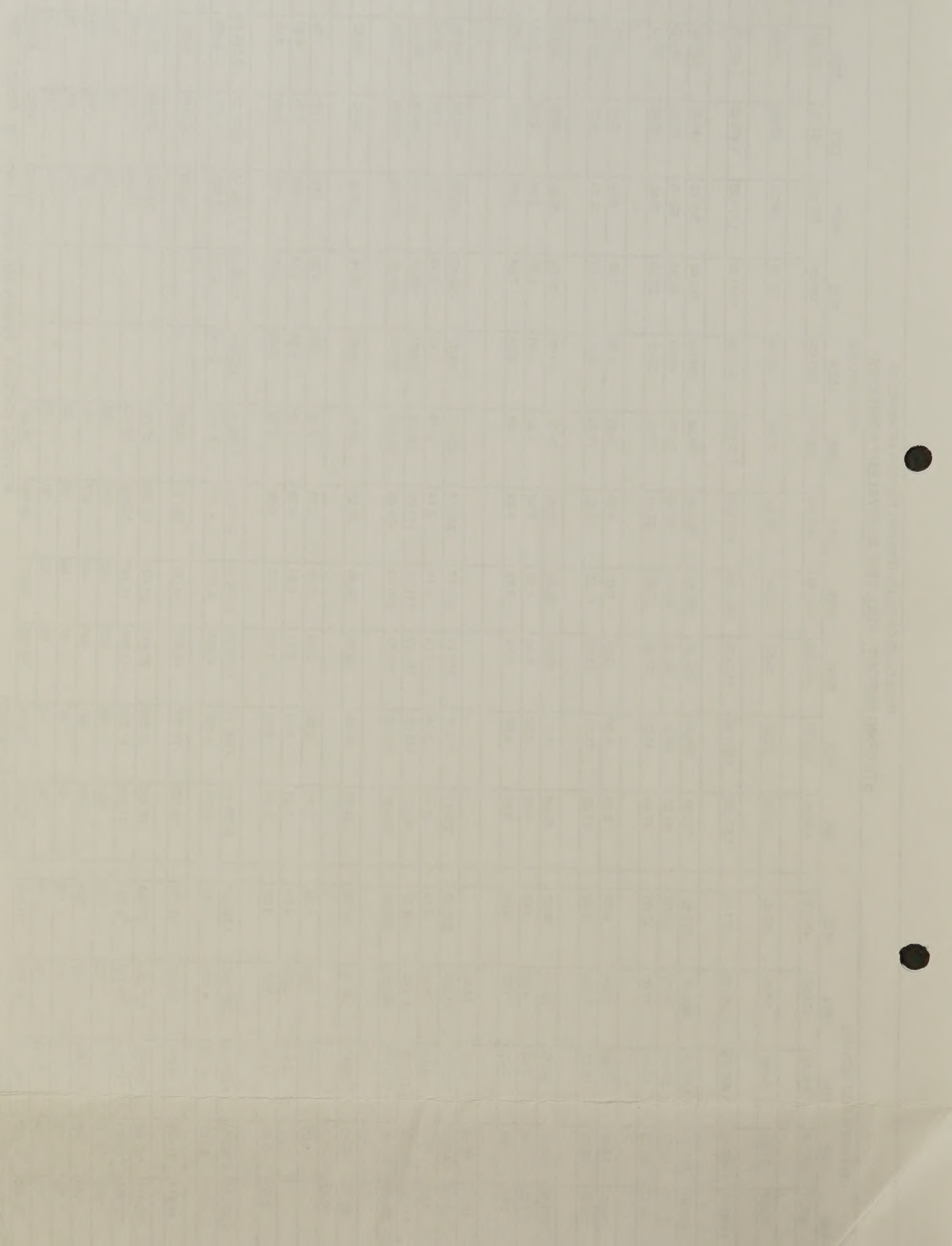
THE BOARD OF EDUCATION FOR THE CITY OF HAMILTON
STAFFING REPORT - FULL TIME EQUIVALENT POSITIONS

	DECEMBER 31ST ACTUALS												1996 ACTUALS				1996 BUDGET	
	1991	1992	1993	1994	1995	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	
Admin & Support Staff	496.21	461.16	458.16	444.96	419.76	408.06	408.06	408.06	408.06	408.06	408.06	399.85	399.85	397.85	397.85	397.85	399.45	399.05
Co-ordinators/Consultants	55.67	51.00	50.00	37.00	25.50	25.50	25.50	25.50	25.50	25.50	25.50	25.50	25.50	20.50	20.50	20.50	20.50	20.50
Teachers - Elementary	1,660.75	1,657.60	1,637.75	1,580.65	1,571.95	1,571.95	1,571.95	1,571.95	1,571.95	1,571.95	1,571.95	1,571.95	1,571.95	1,478.25	1,478.25	1,478.25	1,478.25	1,431.95
Secondary - Composite	850.67	861.33	839.67	802.67	772.92	772.92	758.58	758.58	758.58	758.58	758.58	758.58	758.58	745.76	745.76	745.76	745.76	722.09
- Vocational	107.67	100.67	87.00	70.00	61.00	61.00	60.33	60.33	60.33	60.33	60.33	60.33	60.33	62.33	62.33	62.33	62.33	61.00
- Vanier	34.00	35.00	36.00	37.00	37.00	37.00	37.00	37.00	37.00	37.00	37.00	37.00	37.00	35.00	35.00	35.00	35.00	35.00
Elementary DD	16.00	14.00	13.00	9.00	9.00	9.00	9.00	9.00	9.00	9.00	9.00	9.00	9.00	9.00	9.00	9.00	9.00	9.00
Secondary DD	14.67	15.33	12.67	13.00	13.33	13.33	13.33	13.33	13.33	13.33	13.33	13.33	13.33	13.33	13.33	13.33	13.33	13.33
Lunchroom - Elementary	118.50	82.86	85.25	65.32	39.00	39.00	39.00	39.00	39.00	39.00	39.00	39.00	39.00	39.00	39.00	39.00	39.00	39.00
- Secondary	7.00	7.36	7.64	4.50	4.50	4.50	4.50	4.50	4.50	4.50	4.50	4.50	4.50	2.14	2.14	2.14	2.14	2.14
- Vocational	2.00	2.00	1.71	1.07	0.89	0.89	0.89	0.89	0.89	0.89	0.89	0.89	0.89	0.36	0.36	0.36	0.36	0.36
Bus Supervisors	16.71	15.86	17.14	16.86														
Educational Assistants	223.50	250.50	232.17	232.67	233.17	233.17	233.17	233.17	233.17	233.17	233.17	233.17	233.17	240.50	240.50	243.50	243.50	233.17
Lunchroom Assistants	6.56	7.12	4.12	2.70	2.14	2.14	2.14	2.14	2.14	2.14	2.14	2.14	2.14	2.14	2.14	2.14	2.14	2.14
Ckrs/Maint/Whs/Asbestos	219.00	214.00	213.00	210.00	186.00	181.00	181.00	181.00	181.00	181.00	181.00	189.00	189.00	189.00	189.00	189.00	189.00	179.00
Cleaners/Cooks	360.00	347.00	313.00	304.00	299.00	299.00	299.00	299.00	299.00	299.00	299.00	299.00	299.00	302.00	302.00	302.00	302.00	216.18
Recoverable-Tchrs/Other	41.75	40.05	36.55	38.15	38.90	38.90	38.90	38.90	38.90	38.90	38.90	38.90	38.90	38.50	38.50	38.50	41.50	37.90
- Consultants	0.33																	
- Clerical		1.00	1.00	1.00	1.00	2.00	2.00	2.00	2.00	2.00	2.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
- Educ Assist			4.33	4.33	4.33	5.33	5.33	5.33	5.33	5.33	5.33	5.33	5.33	4.00	4.00	4.00	4.00	5.33
- Admin	0.50	0.50	0.50	1.00	1.00	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50
Full Time Equiv. Positions	4,231.49	4,164.34	4,050.66	3,875.88	3,720.39	3,705.19	3,690.18	3,690.18	3,690.18	3,690.18	3,690.18	3,688.97	3,688.97	3,581.16	3,581.16	3,584.16	3,588.76	3,408.64
Number Of Employees	4861	4,829	4,706	4,451	4,137	4,121	4,107	4,107	4,107	4,107	4,115	4,106	4,106	3,987	3,987	3,990	3,995	3,798
Lunchroom Enrolment	16,618	17,432	18,003	18,707	18,707	18,707	18,707	18,707	18,707	18,707	18,707	18,707	18,707	18,707	18,707	18,707	18,707	18,707
Enrolment - Elementary	*26,111	*26,387	*26,685	*27,084	*27,395	27,409	27,378	27,415	27,409	27,396	27,297			*27,588	27,590	27,582	27,552	**27,538
- Sec Composite	*12,328	*13,001	*11,529	*12,158	*12,343	11,386	11,568	11,304	11,162	10,840	10,743			*11,866	11,711	11,403	11,298	**12,039
- Sec Vocational	*950	*1,037	*771	*736	*729	626	668	637	622	574	556			*739	706	689	673	**722
- Sec Vanier	*382	*465	*464	*480	*503	480	491	490	486	477	473			*467	466	462	454	**511
- Elem D.D.	*89	*83	*82	*61	*66	66	67	67	66	66	62			*58	58	59	59	**53
- Sec D.D.	*65	*84	*84	*95	*94	95	93	92	92	91	90			*104	104	103	104	**100
- TOTAL	*39,925	*41,057	*39,615	*40,614	*41,130	40,062	40,265	40,005	39,837	39,444	39,221			*40,822	40,635	40,298	40,140	**40,963

REVISD REPORT - Prepared by Human Resources - March 5, 1997

**Projected Enrolments

*September 30th Enrolments



REPORT OF SUPPLY TEACHER USAGE - JANUARY 31, 1997

SECONDARY													
MONTH	Teaching Days	Personal Leave Days/Contract	Personal Reasons /Illness	Field Work /Co-Instr Activities	Conf. /Seminar /Meeting Outside System	Planning /Curriculum /In-Service /Meeting Inside System	In School Meeting	Feder-ation Matters	Other	1997 Total Days	1996 Total Days	1996 Total Expense	1997 \$ Expense
JANUARY	17.0	9.0	339.5	1.0		2.5	1.0	7.5		351.5	224.0	78,416	35,196
FEBRUARY													
MARCH													
APRIL													
MAY													
JUNE													
JULY													
AUGUST													
SEPTEMBER													
OCTOBER													
NOVEMBER													
DECEMBER													
TOTALS		9.0	339.5	1.0		2.5	1.0	7.5		351.5	224.0	78,416	35,196
% Of Total			96.6	0.3		0.7	0.3	2.1					58,307

ELEMENTARY													
MONTH	Teaching Days	Personal Leave Days/Contract	Personal Reasons /Illness	Field Work /Co-Instr Activities	Conf. /Seminar /Meeting Outside System	Planning /Curriculum /In-Service /Meeting Inside System	In School Meeting	Feder-ation Matters	Other	1997 Total Days	1996 Total Days	1996 Total Expense	1997 \$ Expense
JANUARY	20.0	37.7	1400.5	7.0	14.0	37.5	41.5	2.0		1502.5	1023.5	240,746	145,230
FEBRUARY													
MARCH													
APRIL													
MAY													
JUNE													
JULY													
AUGUST													
SEPTEMBER													
OCTOBER													
NOVEMBER													
DECEMBER													
TOTALS		37.7	1400.5	7.0	14.0	37.5	41.5	2.0		1502.5	1023.5	240,746	145,230
% Of Total			93.2	0.5	0.9	2.5	2.8	0.1					229,205

REPORT OF SUPPLY TEACHER USAGE - JANUARY 31, 1997

SECONDARY & ELEMENTARY															
MONTH	Personal Leave Days/ Contract	Personal Reasons /Illness	Field Work /Co-Instr Activities	Conf. /Seminar /Meeting Outside System	Planning /Curriculum /In-Service /Meeting Inside System	In School Meeting	Feder- ation Matters	Other	1997 Total Days	1996 Total Days	1996 Total Expense	1997 \$ Expense	1997 Long Term Occasional	1997 Total Expense	1997 % Spent
JANUARY	46.7	1740.0	8.0	14.0	40.0	42.5	9.5		1854.0	1247.5	319,162	180,426	107,086	287,512	
FEBRUARY															
MARCH															
APRIL															
MAY															
JUNE															
JULY															
AUGUST															
SEPTEMBER															
OCTOBER															
NOVEMBER															
DECEMBER															
TOTALS	46.7	1740.0	8.0	14.0	40.0	42.5	9.5		1854.0	1247.5	319,162	180,426	107,086	287,512	9.6
% Of Total		93.9	0.4	0.8	2.2	2.3	0.5								

PROPOSED 1997 BUDGET

\$3,000,000

REPORT OF SUPPLY TEACHER USAGE - DECEMBER 31, 1996

SECONDARY															
	Teaching Days	Personal Leave Days/Contract	Personal Reasons /Illness	Field Work /Co-Instr Activities	Conf. /Seminar /Meeting Outside System	Planning /Curriculum /In-Service /Meeting Inside System	In School Meeting	Feder- ation Matters	Other	1996 Total Days	1995 Total Days	1995 Total Expense	1996 \$ Expense	1996 Long Term Occasional	1996 Total Expense
MONTH	16.0	11.5	213.5		4.0	4.0		2.5		224.0	291.0	95,880	30,925	47,491	78,416
	20.0	22.0	326.0	2.5	4.0	22.0	1.0	8.5		364.0	514.5	117,516	33,143	34,989	68,132
	16.0	29.0	392.5	6.5		3.5		2.5		405.0	503.0	115,959	36,779	43,892	80,671
	20.0	32.0	700.0	13.5	4.5	36.5		5.5		760.0	316.5	96,199	40,042	52,476	92,518
	21.0	122.0	636.5	70.0	9.5	14.5		10.5		741.0	494.0	134,455	60,320	77,256	137,576
	20.0	104.5	540.5	11.0		2.0		1.0		554.5	270.0	114,159	30,843	84,222	115,065
JULY															
AUGUST															
SEPTEMBER	20.0	24.5	263.5	14.5	1.0	10.5		8.0		297.5	250.5	52,268	31,680	22,303	53,983
OCTOBER	22.0	145.0	461.5	18.0	8.5	16.0	2.0			506.0	263.5	83,588	52,809	41,448	94,257
NOVEMBER	21.0	139.5	472.0	18.0	11.5	10.5	.5	5.0		517.5	423.5	121,973	45,788	47,910	93,698
DECEMBER	15.0	52.0	426.0	18.5		0.5	1.0	1.5		447.5	248.5	89,898	40,662	27,460	68,122
TOTALS		682.0	4432.0	172.5	43.0	120.0	4.5	45.0		4817.0	3575.0	1,021,895	402,991	479,447	882,438
% Of Total			92.0	3.6	0.9	2.5	0.1	0.9							

ELEMENTARY																
MONTH	Teaching Days	Personal Leave Days/Contract	Personal Reasons /Illness	Field Work /Co-Instr Activities	Conf. /Seminar /Meeting Outside System	Planning /In-Service /Meeting Inside System		In School Meeting	Feder- ation Matters	Other	1996 Total Days	1995 Total Days	1995 Total Expense	1996 \$ Expense	1996 Long Term Occasional	1996 Total Expense
JANUARY	17.0	23.5	963.5	11.0	5.0	28.0	11.5	4.5			1023.5	1502.5	363,450	109,851	130,895	240,746
FEBRUARY	20.0	45.0	1662.5	25.5	9.0	16.0	19.5	12.5			1745.0	1563.5	416,610	134,604	186,515	321,119
MARCH	15.0	35.0	1249.5	28.5	2.0	24.5	37.5	3.5			1345.5	1175.5	285,991	127,268	96,573	223,841
APRIL	20.0	48.0	2160.5	11.5	10.0	37.0	47.0	2.5			2268.5	1390.0	282,405	149,792	127,337	277,129
MAY	21.0	101.0	1665.0	6.0	6.0	71.0	71.5	14.5			1834.0	1350.0	313,765	143,626	175,094	318,720
JUNE	18.0	233.0	1366.5	56.0	3.0	30.5	29.0	31.5			1516.5	1211.5	262,092	115,397	182,130	297,527
JULY																
AUGUST																
SEPTEMBER	20.0	22.0	556.0		8.5	6.5	20.5	8.0			599.5	472.0	78,323	68,033	20,922	88,955
OCTOBER	22.0	43.0	1422.5	15.0	10.5	28.0	62.5	5.5			1544.0	1062.0	188,504	147,348	95,055	242,403
NOVEMBER	21.0	48.5	1551.5	6.0	14.0	29.0	51.0	1.0			1652.5	1465.5	270,377	159,978	101,036	261,014
DECEMBER	15.0	39.0	1308.5	2.5	13.5	16.0	31.0	6.5			1378.0	1033.0	194,499	118,266	92,362	210,628
TOTALS		638.0	13906.0	162.0	81.5	286.5	381.0	90.0			14907.0	12225.5	2,656,016	1,274,163	1,207,919	2,482,082
% Of Total			93.3	1.1	0.5	1.9	2.6	0.6								

SECONDARY & ELEMENTARY															
MONTH	Personal Leave Days/Contract	Personal Reasons /Illness	Field Work /Co-Instr Activities	Conf. /Seminar /Meeting Outside System	Planning /Curriculum /In-Service /Meeting Inside System	In School Meeting	Feder-ation Matters	Other	1996 Total Days	1995 Total Days	1995 Total Expense	1996 \$ Expense	1996 Long Term Occasional	1996 Total Expense	1996 % Spent
JANUARY	35.0	1177.0	11.0	9.0	32.0	11.5	7.0		1247.5	1793.5	459,330	140,776	178,386	319,162	
FEBRUARY	67.0	1988.5	28.0	13.0	38.0	20.5	21.0		2109.0	2078.0	534,126	167,747	221,504	389,251	
MARCH	64.0	1642.0	35.0	2.0	28.0	37.5	6.0		1750.5	1678.5	401,950	164,047	140,465	304,512	
APRIL	80.0	2860.5	25.0	14.5	73.5	47.0	8.0		3028.5	1706.5	378,604	189,834	179,813	369,647	
MAY	223.0	2301.5	76.0	15.5	85.5	71.5	25.0		2575.0	1844.0	448,220	203,946	252,350	456,296	
JUNE	337.5	1907.0	67.0	3.0	32.5	29.0	32.5		2071.0	1481.5	376,251	146,240	266,352	412,592	
JULY															
AUGUST															
SEPTEMBER	46.5	819.5	14.5	9.5		20.5	16.0		897.0	722.5	130,591	99,713	43,225	142,938	
OCTOBER	188.0	1884.0	33.0	19.0	44.0	64.5	5.5		2050.0	1325.5	272,092	200,157	136,503	336,660	
NOVEMBER	188.0	2023.5	24.0	25.5	39.5	51.5	6.0		2170.0	1889.0	392,350	205,766	148,946	354,712	
DECEMBER	91.0	1734.5	21.0	13.5	16.5	32.0	8.0		1825.5	1281.5	284,397	158,928	119,822	278,750	
TOTALS	1320.0	18338.0	334.5	124.5	406.5	385.5	135.0		19724.0	15800.5	3,677,911	1,677,154	1,687,366	3,364,520	112.2
% Of Total		93.1	1.7	0.6	2.0	2.0	0.7								

DECEMBER 1996 LEDGER FIGURES
REVISED REPORT - MARCH 5, 1997

REPORT OF SUBSTITUTE CLEANER/CASUAL ASSISTANCE USAGE - 1997

MONTH	Working Days	Personal Reasons /Illness # of Days	Workers' Comp. # of Days	Extra Workload # of Days	Leaves, Vacancies *perm pay # of Days	1997 Total # of Days	1997 \$ Expense	1996 Total # of Days	1996 \$ Expense
JANUARY	22	102	107		107	316	11,564	1,381	71,7
FEBRUARY									
MARCH									
APRIL									
MAY									
JUNE									
JULY									
AUGUST									
SEPTEMBER									
OCTOBER									
NOVEMBER									
DECEMBER									
TOTALS		102	107		107	316	11,564	1,381	71,7

*Leaves, Vacancies - cost covered on permanent payroll

Prepared by Human Resources
March 5, 1997

REPORT OF SUBSTITUTE CLEANER/CASUAL ASSISTANCE USAGE - 1996

MONTH	Working Days	Personal Reasons /Illness # of Days	Workers' Comp. # of Days	Extra Workload # of Days	Leaves, Vacancies *perm pay # of Days	1996 Total # of Days	1996 \$ Expense	1995 Total # of Days	1995 \$ Expense
JANUARY	22	670	303	2	406	1,381	71,752	1,427	74,814
FEBRUARY	21	653	247	4	401	1,305	67,051	1,378	76,708
MARCH	21	547	356	22	302	1,227	60,269	1,529	79,601
APRIL	20	521	334	23	241	1,119	58,499	1,097	56,520
MAY	22	570	374	43	170	1,157	65,723	1,386	69,305
JUNE	20	486	306	14	119	925	54,610	1,432	62,984
JULY	22	430	246	15	294	985	52,461	1,146	68,017
AUGUST	21	315	212		414	941	38,053	1,270	71,995
SEPTEMBER	20	275	215		337	827	29,846	1,192	59,133
OCTOBER	22	294	171	9	226	700	31,386	1,312	65,853
NOVEMBER	21	199	183	6	71	459	22,593	1,389	73,516
DECEMBER	20	125	112		54	291	14,084	1,154	56,711
TOTALS		5,085	3,059	138	3,035	11,317	566,327	15,712	815,157

*Leaves, Vacancies - cost covered on permanent payroll

Prepared by Human Resources
March 5, 1997

1996 AND 1997 TEMPORARY ASSISTANCE EXPENDITURES

	1996 BUDGET	YTD EXPENSE AS OF DEC 31/96	1997 BUDGET	YTD EXPENSE AS OF JAN 31/97	EXPLANATION
Central Depts. & Area Offices					
- Admin. Services	20,440	54,164			304 Paikin Libr. Assistants, Switchboard Assistance
- Technical Services	15,000	14,871			
- Security/Parking	148,360	138,213			5,185 Building & Parking Security Guards
- Director's Office	0	0			
- Ed Centre (General)	0	0			
- Finance	76,200	47,030			
- Human Resources	43,700	68,431			
- Program Departments	115,500	82,235			452 Christie Conserv. Clerk
Lower City Supt. Office	800	0			
- Mountain Supt. Office	800	0			
- Fr.as 1st Lang. Supt. Office	1,100	0			
School Services					
- Student Assistance	3,300	2,690			
- Elementary School Clerical	70,000	91,221			1,376 Replacement for illness
- Secondary School Clerical	39,000	78,195			
- Equipment Repair	19,000	31,297			
Regular Day School					
- Student Assistance	0	67			
Plant Operation	0	0			
Plant Maintenance	27,900	27,554			
Other Operating	0	3,595			
GRAND TOTAL	\$581,100	\$639,563		\$7,317	

Table 1. Summary of the results of the analysis of variance for the different parameters.

Parameter	Source of variation	Sum of squares	D.F.	Mean square	F-value	Probability
Total	Between groups	10.00	10	1.00	1.00	0.00
	Within groups	10.00	10	1.00	1.00	0.00
	Total	20.00	20	1.00	1.00	0.00
Mean square	Between groups	1.00	10	1.00	1.00	0.00
	Within groups	1.00	10	1.00	1.00	0.00
	Total	1.00	20	1.00	1.00	0.00
F-value	Between groups	1.00	10	1.00	1.00	0.00
	Within groups	1.00	10	1.00	1.00	0.00
	Total	1.00	20	1.00	1.00	0.00
Probability	Between groups	1.00	10	1.00	1.00	0.00
	Within groups	1.00	10	1.00	1.00	0.00
	Total	1.00	20	1.00	1.00	0.00

1. The first step is to identify the parameters that are to be analyzed. In this case, the parameters are the different parameters of the analysis of variance.

2. The second step is to identify the sources of variation. In this case, the sources of variation are the different parameters of the analysis of variance.

3. The third step is to calculate the sum of squares. In this case, the sum of squares is calculated for each parameter.

4. The fourth step is to calculate the degrees of freedom. In this case, the degrees of freedom are calculated for each parameter.

5. The fifth step is to calculate the mean square. In this case, the mean square is calculated for each parameter.

6. The sixth step is to calculate the F-value. In this case, the F-value is calculated for each parameter.

7. The seventh step is to calculate the probability. In this case, the probability is calculated for each parameter.

1995 AND 1996 TEMPORARY ASSISTANCE EXPENDITURES

	1995 BUDGET	YTD EXPENSE AS OF DEC 31/95	1996 BUDGET	YTD EXPENSE AS OF JAN 31/96	YTD EXPENSE AS OF MAR 31/96	YTD EXPENSE AS OF JUNE 30/96	YTD EXPENSE AS OF SEPT 30/96	YTD EXPENSE AS OF NOV 30/96	YTD EXPENSE AS OF DEC 31/96	EXPLANATION
Central Depts. & Area Offices										
- Admin. Services	20,454	23,652	20,440	432	1,713	6,076	16,076	25,481	54,164	Paikin Libr. Assistants, Kit Services Students, Switchboard Assistance
- Technical Services	50,000	40,247	15,000	2,308	2,308	6,179	10,668	11,550	14,871	IIS Project
- Security/Parking	148,360	164,264	148,360	5,725	26,504	63,332	93,886	121,054	138,213	Building & Parking Security Guards
- Director's Office		639	0							
- Ed Centre (General)		317	0							
- Finance	84,768	43,617	76,200	4,037	10,875	17,191	27,422	37,885	47,030	Extra Assistance, FIS Project
- Human Resources	102,707	78,679	43,700	164	4,334	7,877	47,003	36,909	68,431	EIS Project, Illness Replacement, Seniority Lists
- Program Departments	141,575	147,354	115,500	2,205	12,044	33,640	33,640	44,043	82,235	Christie Conserv. Clerk, Westmount Kit Services, Prog. Clerical Assistance, Psych. Testing
- Lower City Supt. Office	100	403	800							
- Mountain Supt. Office	800	440	800							
- Fr.as Ist Lang. Supt. Office	1,100		1,100							
School Services										
- Student Assistance	16,000	19,327	3,300			2,690	2,690	2,690	2,690	Textbook Student Assistance
- Elementary School Clerical	70,000	93,795	70,000	2,149	14,806	40,082	51,326	74,689	91,221	Replacement for illness
- Secondary School Clerical	39,000	31,338	39,000	3,262	16,047	31,463	52,021	68,638	78,195	Replacement for illness
- Equipment Repair	19,000	39,426	19,000	1,814	6,495	13,852	20,084	25,849	31,297	Co-op Students
Regular Day School										
- Student Assistance	5,000	6,549	0		67	67	67	67	67	Student Assistance
Plant Operation										
- Plant Maintenance	900		27,900					24,099	27,554	Regulated Substance Response - Clerical Assistance
Other Operating										
- Other Operating		4,865	0		113	113	3,278	3,278	3,595	Community School Clerk
GRAND TOTAL	\$700,464	\$695,308	\$581,100	\$19,788	\$95,306	\$222,562	\$358,161	\$476,232	\$639,563	

Education Centre
100 Main Street West
Hamilton, Ontario
1997 03 18

To The Chairman and Members
Personnel and Organization Committee
Hamilton Board of Education

Ladies and Gentlemen:

ELEMENTARY/SECONDARY

I have the honour to present the following recommendations for your approval:

1. PROBATIONARY STAFF APPOINTMENTS

(b) (i) That the following staff be appointed to the Probationary Educational and Lunchroom Assistant Staff in the position of Educational Assistant, effective as shown, with salary according to the salary schedule:

Rukhsana Khan (.5), 1997 03 17

Nancy McIntee (.5), 1997 01 27

Contract Compliance

(ii) That Heather Bell be appointed to the Probationary Secondary School Clerical & Secretarial Staff in the position of Attendance Secretary, effective 1997 02 03, with salary according to the salary schedule.

Replacements

2. PERMANENT STAFF APPOINTMENTS

(a) That the following teachers be transferred to the Permanent Staff, effective as shown, with salary according to the salary schedule:

Dina Cadete (E), 1997 05 01

Sonya Gusenbauer (E), 1996 09 01

3. PROMOTIONS

(a) That T. Charles Buttle (E). be appointed to the position of Acting Vice-Principal of an Elementary School, effective 1997 03 21, with salary according to the salary schedule.

Replacement

4. INTERNAL APPOINTMENTS - Nil

5. TIMETABLE CHANGES - Nil

6. RETIREMENTS

(a) (i) That the resignations of the following Elementary School Principals, for the purpose of retirement, effective as shown, be accepted with regret and the Board's gratuity be paid:

Kenneth Drake, 1997 06 30

Gary Goodale, 1997 06 30

Richard Simpson, 1997 09 30

(ii) That the resignations of the following teachers, for the purpose of retirement, effective as shown, be accepted with regret and the Board's gratuity be paid:

Mary Ashby (E), 1997 06 30
Margaret Butler (E), 1997 06 30
James Dymont (S), 1997 08 31
Ralf Gmell (S), 1997 06 30
Victor Hannah (S), 1997 06 30
John D. Howlett (S), 1997 06 30
Kenneth Jackett (S), 1997 06 30
John Keeler (S), 1997 06 30
Wilda Nettleton (E), 1997 06 30
Kathryn Parent (E), 1997 06 30
Gerald Price (E), 1997 06 30
Phillip Scordino (S), 1997 06 30
Shelagh Simpson (E), 1997 08 31
Beverley A. Vollick (E), 1997 06 30
Susan Woodland (S), 1997 06 30
Zenis Zyma (S), 1997 06 30

7. LEAVING EMPLOYMENT - Nil

8. LEAVES

Secondments

(a) That the request of the Ontario Public School Teachers' Federation for the secondment of W. Bradford Kuhn (E), to serve as Executive Assistant, effective 1997 03 21 to 1998 06 30, be approved.

Leave of Absence

(a) That the requests of the following teachers for a Leave of Absence, effective as shown, be granted:

Thomas Feeney (S), 1996 11 29
Sandra Holmes (S), 1997 04 11 to 1997 10 17
Jacqueline Johnson (E), 1997 03 17 to 1997 11 14
Beverley Mulkewich (E), 1997 05 30
Suzanne Weatherdon (E), 1997 04 01 to 1997 11 28

(b) That the request of Eileen Dartsch (Educational Assistant, Educational and Lunchroom Assistant Staff) for a Leave of Absence, effective 1997 11 04 to 1997 06 30 (.5).

Leave of Absence - Date Change

(a) That the dates of the Leaves of Absence granted to the following teachers at a previous meeting, be changed to:

Kathryn Archer (E), 1997 04 07 to 1997 12 05
Karen Bernyak-Bouwman (E), 1997 01 24 to 1997 08 31
Eleanor Gallagher (S), 1997 02 10 to 1997 05 09
Virginia Hewick (E), 1997 02 28 to 1997 10 30
Jeannine MacIsaac (S), 1996 11 06 to 1997 05 16
Katherine Preston (E), 1997 02 17 to 1997 06 13

(b) That the dates of the Leave of Absence granted to Lynn Hicks (Speech/Language Pathologist, Professional Student Services Personnel) at a previous meeting, be changed to 1997 02 19 to 1997 06 30.

Leave Extension

(a) That the requests of the following teachers for an extension of their Leaves of Absence, effective as shown, be granted:

Lisa Bingleman (E), 1997 03 17 to 1997 08 31

Kawong Chung-Shipman (E), 1997 03 10 to 1997 08 31

(b) That the requests of the following staff, for an extension of their Leaves of Absence, effective as shown, be granted:

Marilyn Burge (Educational Assistant, Educational and Lunchroom Assistant Staff), 1996 12 21

Joanne Castle (Educational Assistant, Educational and Lunchroom Assistant Staff), 1996 12 21

Joan W. Dabor (Educational Assistant, Educational and Lunchroom Assistant Staff), 1997 12 21 to 1997 06 30

Judith Dalmer (Educational Assistant, Educational and Lunchroom Assistant Staff), 1997 01 06 to 1997 06 30 (.5)

Marian Kostur (Educational Assistant, Educational and Lunchroom Assistant Staff), 1996 12 21

Leslie Walberg-Hegan (Social Worker, Professional Student Services Personnel), 1997 03 10 to 1997 04 30

Reduced Workload Leaves

(a) That the request of Karen McPhee (E), for a .5 Reduced Workload Leave of Absence, effective 1997 04 07 to 1997 08 31, be granted.

Return from Leave of Absence

(a) That the following teachers be returned from a Leave of Absence, effective as shown:

Karen Bernyak-Bouwman (E), 1997 09 01

Eleanor Gallagher (S), 1997 05 12

Karen McPhee (E), 1997 04 07 (.4)

Wendy Reeson (E), 1997 02 12

(b) That Janie Jarnevich (Secretary, Secondary School Clerical & Secretarial Staff) be returned from her Leave of Absence, effective 1997 01 27.

9. OTHERS

(a) That Marilyn Stewart, Elementary School Vice-Principal, be re-appointed to the position of Acting Elementary School Principal, effective 1997 03 21, with salary according to the salary schedule.

Replacement

Respectfully submitted,

Richard W. Binns,
Superintendent of Human Resources

AGENDA

PERSONNEL AND ORGANIZATION COMMITTEE

1997 04 10

Confirmation of the minutes of the special meeting of 1997 03 20.

GENERAL

BUSINESS ARISING FROM THE MINUTES:

1. Report from the Officials regarding the following motion:
"That the cleaning of Sir Allan MacNab, Highview and Fairview Schools become the responsibility of members of C.U.P.E. Local 1344 and that the hours scheduled be according to the new workload formula." **Pages 1 to 2**

NEW BUSINESS:

1. Recommendations of the Superintendent of Human Resources **Page 3**
2. Staffing Report - Full Time Equivalent Positions **Page 4**
3. Report on Supply Teacher Usage **Pages 5 to 6**
4. Senior Management - Vacant Position of Assistant Superintendent of Program **Pages 7 to 8**

ELEMENTARY/SECONDARY

NEW BUSINESS:

1. Recommendations of the Superintendent of Human Resources **Pages 9 to 12**
2. Report re Educational Assistant Allocation **Pages 13 to 18**

TO: The Chairman and Members
Personnel & Organization Committee
1997 04 10.

FROM: Rick Binns,
Superintendent of Human Resources

RE: Contract Cleaning Services vs C.U.P.E., Local 1344

REPORT: Information/Decision

BACKGROUND

The Board presently employs the services of Snow White Cleaning at Highview Elementary School, Fairview School (rental facility and Board employees) and Sir Allan MacNab Secondary School. The present annual cost to the Board for the contracted cleaning services for these locations is \$178,407. Based on the new workload formula which is effective April 1, 1997, the annual cost to the Board will be \$131,072.84.

As part of this service, all cleaning supplies, hand towels and equipment are supplied by the Board. The service does not include re-lamping and cleaning of light fixtures but does include carpet cleaning in carpeted areas once per year.

If the Board's staff were to assume the cleaning services of these contracted out schools it would result in an additional six (6) full-time equivalent positions (8 jobs) being brought back into the bargaining unit. This would result in an additional cost to the Board of \$74,681 per annum (including salaries and benefits).

ISSUE

To present information to the Trustees regarding the differences between Contract Cleaners and C.U.P.E., Local 1344.

RECOMMENDATION

That this report be received for information in conjunction with Trustee Mulholland's motion:

"That the cleaning of Sir Allan MacNab, Highview and Fairview Schools become the responsibility of members of C.U.P.E., Local 1344 and that the hours scheduled be according to the new workload formula."

RATIONALE

The following is submitted as advantages and disadvantages in order to assist the Trustees in their deliberations:

ADVANTAGES:

CONTRACT CLEANERS

- cost savings to the Board

C.U.P.E., LOCAL 1344

- our own staff can provide the following service:
 - re-lamp and clean light fixtures
 - minor repairs, change ballast's and perform minor plumbing repairs
 - cut grass & shovel snow
- afternoon shifts in the school assist in eliminating overtime costs for rentals and after school activities
- eight (8) laid-off members will be given an opportunity of recall
- our own staff become part of the school team

DISADVANTAGES

CONTRACT CLEANERS

- cleaning staff do not participate as a member of the school team.
- only function performed is cleaning

C.U.P.E., LOCAL 1344

- reduce budget savings in 1997 by \$74,681
- replacement coverage

If the Board were to approve Trustee Mulholland's motion, the Cleaning Service requires thirty (30) days written notice of the cancellation of the contract.

Prepared by: Deborah Russon
Manager, Employee Relations

To The Chairman and Members
Personnel and Organization Committee
Hamilton Board of Education

Ladies and Gentlemen:

GENERAL

I have the honour to present the following recommendations for your approval:

1. PROBATIONARY STAFF APPOINTMENTS - Nil

2. PERMANENT STAFF APPOINTMENTS - Nil

3. PROMOTIONS - Nil

4. INTERNAL APPOINTMENTS - Nil

5. TIMETABLE CHANGES - Nil

6. RETIREMENTS

(a) That the resignations of the following Cleaners (Cleaning Staff), for the purpose of retirement, effective as shown, be accepted with regret and the Board's gratuity be paid:

Milanka Brankovic, 1997 06 29

Jessie Quinlan, 1997 03 31

7. LEAVING EMPLOYMENT

(a) That the date, 1997 03 31, for the following staff to leave the employ of the Board be approved:

Judy Stonehouse (Cleaner, Cleaning Staff)

Daniel Wilkes (Assistant Caretaker, Caretaking & Maintenance Staff)

8. LEAVES

Leave Extension

(a) That the request of Karyn Hogan (Research Librarian, Clerical & Technical Staff) for an extension of her Leave of Absence, effective 1997 04 14 to 1997 06 30, be granted.

9. OTHERS - Nil

Respectfully submitted,

Richard W. Binns,
Superintendent of Human Resources

1970-04-10
Houston, Texas
1000 Main Street
Houston, Texas
1970-04-10

1970-04-10

To The Chairman and Members
of the Committee on
Education and the
Labor Force

Enclosed for the Committee are two copies of a report
entitled "The Role of the Teacher in the
Future of the Nation".

GENERAL

Enclosed

I have the honor to inform you that the report
entitled "The Role of the Teacher in the
Future of the Nation" is being
submitted to you for your consideration.

1. RECOMMENDATIONS
The report recommends that the
Committee on Education and the
Labor Force should take the following
actions:

1. RECOMMENDATION
The Committee should recommend that the
Department of Education should
conduct a study of the role of the
teacher in the future of the nation.

2. RECOMMENDATION
The Committee should recommend that the
Department of Education should
conduct a study of the role of the
teacher in the future of the nation.

3. RECOMMENDATION
The Committee should recommend that the
Department of Education should
conduct a study of the role of the
teacher in the future of the nation.

4. RECOMMENDATION
The Committee should recommend that the
Department of Education should
conduct a study of the role of the
teacher in the future of the nation.

5. RECOMMENDATION
The Committee should recommend that the
Department of Education should
conduct a study of the role of the
teacher in the future of the nation.

6. RECOMMENDATION
The Committee should recommend that the
Department of Education should
conduct a study of the role of the
teacher in the future of the nation.

7. RECOMMENDATION
The Committee should recommend that the
Department of Education should
conduct a study of the role of the
teacher in the future of the nation.

8. RECOMMENDATION
The Committee should recommend that the
Department of Education should
conduct a study of the role of the
teacher in the future of the nation.

9. RECOMMENDATION
The Committee should recommend that the
Department of Education should
conduct a study of the role of the
teacher in the future of the nation.

10. RECOMMENDATION
The Committee should recommend that the
Department of Education should
conduct a study of the role of the
teacher in the future of the nation.

11. RECOMMENDATION
The Committee should recommend that the
Department of Education should
conduct a study of the role of the
teacher in the future of the nation.

12. RECOMMENDATION
The Committee should recommend that the
Department of Education should
conduct a study of the role of the
teacher in the future of the nation.

13. RECOMMENDATION
The Committee should recommend that the
Department of Education should
conduct a study of the role of the
teacher in the future of the nation.

14. RECOMMENDATION
The Committee should recommend that the
Department of Education should
conduct a study of the role of the
teacher in the future of the nation.

15. RECOMMENDATION
The Committee should recommend that the
Department of Education should
conduct a study of the role of the
teacher in the future of the nation.

16. RECOMMENDATION
The Committee should recommend that the
Department of Education should
conduct a study of the role of the
teacher in the future of the nation.

17. RECOMMENDATION
The Committee should recommend that the
Department of Education should
conduct a study of the role of the
teacher in the future of the nation.

REPORT OF SUPPLY TEACHER USAGE - FEBRUARY 28, 1997

SECONDARY															
	Teaching Days	Personal Leave Days/ Contract	Personal Reasons /Illness	Field Work /Co-Instr Activities	Conf. /Seminar /Meeting Outside System	Planning /Curriculum /In-Service /Meeting Inside System	In School Meeting	Feder- ation Matters	Other	1997 Total Days	1996 Total Days	1996 Total Expense	1997 \$ Expense	1997 Long Term Occasional	1997 Total Expense
MONTH															
JANUARY	17.0	9.0	339.5	1.0		2.5	1.0	7.5		351.5	224.0	78,416	35,196	23,111	58,307
FEBRUARY	20.0	11.7	349.5	17.0	7.0	11.0		2.0		386.5	364.0	68,132	27,440	23,917	51,357
MARCH															
APRIL															
MAY															
JUNE															
JULY															
AUGUST															
SEPTEMBER															
OCTOBER															
NOVEMBER															
DECEMBER															
TOTALS		20.7	689.0	18.0	7.0	13.5	1.0	9.5		738.0	588.0	146,548	62,636	47,028	109,664
% Of Total			93.4	2.4	0.9	1.8	0.1	1.3							

ELEMENTARY															
	Teaching Days	Personal Leave Days/Contract	Personal Reasons /Illness	Field Work /Co-Instr Activities	Conf. /Seminar /Meeting Outside System	Planning /Curriculum /In-Service /Meeting Inside System	In School Meeting	Feder-ation Matters	Other	1997 Total Days	1996 Total Days	1996 Total Expense	1997 \$ Expense	1997 Long Term Occasional	1997 Total Expense
MONTH	20.0	37.7	1400.5	7.0	14.0	37.5	41.5	2.0		1502.5	1023.5	240,746	145,230	83,975	229,205
JANUARY	20.0	52.6	1797.0	26.5	23.0	138.0	58.0	12.5		2055.0	1745.0	321,119	208,713	129,255	337,968
FEBRUARY															
MARCH															
APRIL															
MAY															
JUNE															
JULY															
AUGUST															
SEPTEMBER															
OCTOBER															
NOVEMBER															
DECEMBER															
TOTALS		90.3	3197.5	33.5	37.0	175.5	99.5	14.5		3557.5	2768.5	561,865	353,943	213,230	567,173
% Of Total			89.9	0.9	1.0	4.9	2.8	0.4							

REPORT OF SUPPLY TEACHER USAGE - FEBRUARY 28, 1997

SECONDARY & ELEMENTARY

MONTH	Personal Leave Days/ Contract	Personal Reasons /Illness	Field Work /Co-Instr Activities	Conf. /Seminar /Meeting Outside System	Planning /Curriculum /In-Service /Meeting Inside System	In School Meeting	Feder- ation Matters	Other	1997 Total Days	1996 Total Days	1996 Total Expense	1997 \$ Expense	1997 Long Term Occasional	1997 Total Expense	1997 % Spent
JANUARY	46.7	1740.0	8.0	14.0	40.0	42.5	9.5		1854.0	1247.5	319,162	180,426	107,086	287,512	
FEBRUARY	64.3	2146.5	43.5	30.0	149.0	58.0	14.5		2441.5	2109.0	389,251	236,153	153,172	389,325	
MARCH															
APRIL															
MAY															
JUNE															
JULY															
AUGUST															
SEPTEMBER															
OCTOBER															
NOVEMBER															
DECEMBER															
TOTALS	111.0	3886.5	51.5	44.0	189.0	100.5	24.0		4295.5	3356.5	708,413	416,579	260,258	676,837	22.6
% Of Total		90.5	1.2	1.0	4.4	2.3	0.6								

PROPOSED 1997 BUDGET

\$3,000,000

DATE: 1997 April 10

TO: Chairman & Members
Personnel and Organization Committee

FROM: Merv Matier, Interim Director of Education & Secretary

RE: **SENIOR MANAGEMENT - VACANT POSITION OF ASSISTANT SUPERINTENDENT OF PROGRAM**

REPORT: Decision

BACKGROUND:

At the Special In-camera meeting of the board held on March 5, 1997, the Assistant Superintendent of Program, Frank Cooke, was appointed Interim Superintendent of Schools, effective immediately.

ISSUE:

To obtain Board approval to fill the vacant position of Assistant Superintendent of Program.

RECOMMENDATION:

That a posting process begin immediately to fill, on an interim basis, the position of Assistant Superintendent of Program.

RATIONALE:

The recent appointment of Dr. Cooke leaves another vacant superintendency in the ranks of Senior Management. As stated in our "Re-Building Senior Management" report to the February meeting of the personnel and Organization Committee, we are endeavouring, within the spirit/intent of Bill 104, to simply maintain the status quo in order that the business of the Board may be carried on as planned.

As the Hamilton Board of Education prepares for the creation of a new District School Board there will be heavy demands placed on members of Senior Management. Supervisory Officers will be key players in the identification of issues to be resolved; the planning of resolution strategies; and the supervision of the implementation of changes. These demands are in addition to the existing S.O. responsibilities. The Assistant Superintendent of Program is responsible for the activities listed below:

System Responsibilities:

- Budget Preparation and Administration
- Supervised Alternative Learning for Excused Pupils (SALEP)
- Attendance Review Committee
- Classroom Computer Group
- Antiracism
- Common Curriculum Steering Committee
- Senior Management Meetings
- Principals meetings
- Program Services Meetings
- Grievance Procedures

Performance Appraisal System (Supervision and Evaluation - to provide annual direction for staff in system programs - 39 total)

Ad Hoc Committees:

- Child Care Committee
- Accommodation/Consolidation of Schools/Magnet Schools/Secondary School Reform Committee
- Acquired Immune Deficiency Syndrome (AIDS) Review Committee

Standing Committees:

- Program (SO Liaison)
- Operations & Finance
- Personnel & Organization
- Chairs
- SEAC

It is essential that these responsibilities continue to be fulfilled by a qualified Supervisory Officer while the program tasks associated with the creation of the new District School Board and the development of a plan for the implementation of Secondary School Reform, are addressed by the Superintendent of Program.

SENIOR MANAGEMENT as of September, 1996	SENIOR MANAGEMENT as of March, 1997
Director & Secretary of the Board <i>Don W. Goodridge</i>	Interim Director & Secretary of the Board <i>Merv Matier</i>
Superintendent of Human Resources <i>Rick Binns</i>	Superintendent of Human Resources <i>Rick Binns</i>
Superintendent of Finance & Treasurer <i>Vacant</i>	Acting Senior Financial Officer & Treasurer <i>Lucy Veerman</i>
Superintendent of Administrative & Operational Services <i>Pat Gillie</i>	Superintendent of Administrative & Operational Services <i>Pat Gillie</i>
Superintendent of Program <i>Elizabeth Bond</i>	Superintendent of Program <i>Elizabeth Bond</i>
Assistant Superintendent of Program <i>Frank Cooke</i>	Assistant Superintendent of Program <i>vacancy</i>
Superintendent of Schools <i>Murray Quinn</i>	Superintendent of Schools <i>Murray Quinn</i>
Superintendent of Schools <i>Vacant</i>	Interim Superintendent of Schools <i>Frank Cooke</i>
Assistant Superintendent of Schools <i>Stew Thompson</i>	Assistant Superintendent of Schools <i>Stew Thompson</i>
Assistant Superintendent of Schools <i>Merv Matier</i>	Interim Assistant Superintendent of Schools <i>Ken Bain</i>
Superintendent of Schools French as a First Language <i>Rosaire Lavoie</i>	Superintendent of Schools French as a First Language <i>Rosaire Lavoie</i>

Education Centre
100 Main Street West
Hamilton, Ontario
1997 04 10

To The Chairman and Members
Personnel and Organization Committee
Hamilton Board of Education

Ladies and Gentlemen:

ELEMENTARY/SECONDARY

I have the honour to present the following recommendations for your approval:

1. PROBATIONARY STAFF APPOINTMENTS

(a) (i) That the following teachers be re-appointed to the Probationary Staff, effective as shown, with salary according to the salary schedule:

Graig Ireland (E), 1997 05 01
Bryan Pipe (E), 1997 05 05

(ii) That the following teachers be appointed as Term Probationary Teachers, effective as shown, with salary according to the salary schedule:

Sonia Ste-Croix (S), 1997 04 11
Alison Vickers (S), 1997 05 12

(b) That the following staff be appointed to the Probationary Educational and Lunchroom Assistant Staff in the position of Educational Assistant, effective as shown, with salary according to the salary schedule:

Lisa Angeline, 1997 04 28
Elizabeth Chlan, 1997 04 07
Marlene Smith (.5), 1997 03 24
Contract Compliance

2. PERMANENT STAFF APPOINTMENTS - Nil

3. PROMOTIONS

(a) (i) That Adele Rayment (E) be appointed to the position of Acting Vice-Principal of an Elementary School, effective 1997 03 21, with salary according to the salary schedule.

Replacement

(ii) That the following Elementary School Vice-Principals be appointed to the position of Acting Principal of an Elementary School, effective as shown, with salary according to the salary schedule:

Douglas Baker (E), 1997 09 01
Terese Gallagher (E), 1997 09 01
David Rogers (E), 1997 09 01
Lauren Tindall (E), 1997 09 01
Lorrie Ann Wannamaker (E), 1997 09 01

Replacements

4. INTERNAL APPOINTMENTS - Nil

5. TIMETABLE CHANGES - Nil

6. RETIREMENTS

(a) (i) That the resignations of the following teachers, for the purpose of retirement, effective 1997 06 30, be accepted with regret and the Board's gratuity be paid:

Ellen Collington (E)
June Durfy (E)
Donald Ferries (S)
Catherine Hawkins (E)
Larry MacDonald (E)
Adolph Stavnitzky (S)
Katharine Sylvester (S)
Barbara Wingfield (S)
Arthur J. Wood (E)

(ii) That the resignation of Sandra Nelson (E), for the purpose of retirement, effective 1997 06 30, be accepted with regret.

7. LEAVING EMPLOYMENT

(a) That the date 1997 08 31 for the following teachers to leave the employ of the Board be approved:

Sandra Bowman (S)
Kelly Kowalchuk (E)
Tara Tandan (S)

8. LEAVES

Leave of Absence

(a) That the requests of the following teachers for a Leave of Absence, effective as shown, be granted:

Anita Dunn (E), 1997 06 23 to 1997 12 31
Monique Giroux (E), 1997 06 02 to 1998 01 30
Diana Kidd (E), 1997 09 01 to 1998 08 31
Dee Maharajh (E), 1997 05 01 to 1997 08 31
Jennifer McConnell (S), 1997 06 16 to 1997 12 31
Christine McCulloch (S), 1997 02 12
Michelle Paquette (E), 1997 05 05 to 1997 11 21
Corie Pillinini (S), 1997 05 12 to 1997 11 14
Christine Tate (E), 1997 09 01 to 1998 01 30

(b) That the requests of the following staff for a Leave of Absence, effective as shown, be granted:

Jane Drotar (Library Secretary, Clerical & Technical Staff), 1997 09 01 to 1998 08 31
Rukhsana Khan (Educational Assistant, Educational and Lunchroom Assistant Staff), 1997 04 07 to 1997 05 07
Rita Sturrock (Attendance Secretary, Secondary School Clerical & Secretarial Staff), 1997 04 07 to 1997 05 02

Leave Extension

PAGE 11

(a) That the requests of the following teachers for an extension of their Leave of Absence, effective as shown, be granted:

Theresa H. Bernhardt (E), 1997 09 01 to 1997 12 31
Helen Brown (E), 1997 09 01 to 1997 12 31
Al Craven (E), 1997 09 01 to 1998 08 31
Sharyn Gagné (E), 1997 09 01 to 1998 08 31
Barbara Hogan (E), 1997 09 01 to 1998 08 31
Jennifer Holmes-Dziuba (E), 1997 09 01 to 1998 08 31
Teresa Katerberg (E), 1997 09 01 to 1998 08 31
Julie Marshman MacCuish (E), 1997 09 01 to 1998 08 31
Judith Penner (E), 1997 04 24 to 1997 12 31
Norval D. Redpath (E), 1997 09 01 to 1998 08 31
Maryann Rimac (E), 1997 09 01 to 1998 09 01
Janet L. Ross (S), 1997 09 01 to 1998 08 31
Edith Schroedter (S), 1997 09 01 to 1998 01 31
Paula Scott (S), 1997 09 01 to 1998 08 31
Suzanne Solnik (E), 1997 05 07 to 1997 12 31
C. Donald Warren (E), 1997 09 01 to 1998 08 31
Laura Zaffiro-Smith (S), 1997 05 09 to 1997 08 31

Leave of Absence - "Four Over Five"

(a) (i) That approval be granted for the request of Anne North for a Leave of Absence under the Salary Holdback Plan ("Four Over Five Plan") under the Elementary Collective Agreement for the 2000-01 school year.

(ii) That the Leave of Absence under the Salary Holdback Plan ("Four Over Five") granted to Errol Hannibal at the February, 1997 meeting be rescinded.

Reduced Workload Leaves

(a) That the request of Judith Clugston (S) for a .16 Reduced Workload Leave of Absence, effective 1997 01 29 (3/3 Sem. 1 & 2/3 Sem. 2), be granted.

Mountain

Return from Leave of Absence

(a) That the following teachers be returned from a Leave of Absence, effective as shown:

Josee Bergeron Scibetta (E), 1997 09 01
Lisa Brown (E), 1997 03 03
Joan S. Browning (E), 1997 09 01
Gregg Bullock-Price (E), 1997 09 01
Gordon Cillis (S), 1997 09 01
Sherri Cooper (E), 1997 09 01
Susanna Costa-Popovich (E), 1997 04 28
Catherine Erb (E), 1997 09 01
Michelle Friesen (E), 1997 09 01
Victoria Kudrenski (S), 1997 04 21
Carol Palombella (E), 1997 09 01
Bruce Quinn (E), 1997 09 01
Roger Snowling (S), 1997 09 01
Sybille Stahl (E), 1997 09 01
Laura Zaffiro-Smith (S), 1997 09 01
Diane Zolinski (S), 1997 09 01

(b) That Pauline Vanderwal (Secretary, Secondary School Clerical & Secretarial Staff) be returned from her Leave of Absence, effective 1997 03 17.

9. OTHERS

(a) That Marilyn Stewart (E) Elementary School Vice-Principal, be re-appointed to the position of Acting Principal of an Elementary School, effective 1997 03 20, with salary according to the salary schedule.

Replacement

Respectfully submitted,

Richard W. Binns,
Superintendent of Human Resources

dk

1997 04 10

TO: The Chairman and Members
Personnel and Organization Committee
Hamilton Board of Education

FROM: Educational Assistant Allocation Committee

RE: Educational Assistant Allocation

REPORT: DECISION

BACKGROUND:

The role of the educational assistant is to help students access the program provided by the teacher.

In November of 1992, the Board approved a procedure in which schools submit their requests describing their prioritized needs and plans for deployment of educational assistants. An allocation committee then distributes the educational assistants within Board approved resources.

With the passage of time, it became increasingly difficult to adhere strictly to the above procedure, meet requests, and remain within approved resources. In 1995, a review took place of educational assistant allocation which resulted in the implementation of a staffing formula in January of 1996. This formula was devised to equitably meet needs across the system within existing resources. In addition to an allocation through the formula, each school has the opportunity to access educational assistant support through the "Severe Needs Allocation Committee" to address individualized needs for students who are totally or very dependent on an adult to access programming.

In June of 1996 the formula was reviewed then modified, and in March of 1997 schools (principals, teachers and educational assistants) were surveyed regarding the allocation of educational assistants.

ISSUE:

We are no longer able to function properly within the educational assistant resources available (235.31 - 1996 Budget Approved figure).

RECOMMENDATION:

The Board approve an additional 10 educational assistant positions.

RATIONALE:

The 1992 "Actual" f.t.e. for Educational Assistants (and Lunchroom Assistants) was 257.62. In 1993 this group of employees was downsized. In addition, they accepted a deduction of 3 days pay per year (equivalent to the cost of 3 positions) to reduce the f.t.e. to 236.29. In 1994, an additional 2 days deduction per educational assistant per year was instituted through the budget process.

Schools have employed various means of working within their E.A. Allocation such as scheduling assistants over the lunch period to eliminate the need for lunchroom assistants; assigning assistants to programs and classrooms rather than individual students; deploying educational assistants to work in Junior Kindergarten classrooms during times when the need is greatest then having them work in other areas; assigning assistants to work through the Learning Resource Teacher, which enables them to provide support to many students

The number of children with very severe needs entering our school system exceeds the number of children exiting. These children generally enter school on a half-time basis. When they reach full-time attendance, the requirement for assistance doubles. (see statistics and profiles in Appendix A)

Every effort has been made to "recover" the cost of educational assistants wherever possible. However, this past fall, the Ministry of Education and Training dropped the educational assistant funding for Hard of Hearing students (a cost of 1.5 f.t.e.s). The program and the students still need assistants. The number of children who require Braille transcription has increased from 1 in 1993 to 6 in 1997. The Ministry funds one-third of the cost, yet the need is almost always for full-time assistance. This is causing an erosion of the available approved f.t.e.s (more than 4 positions this school year).

Our expectation of educational assistants has increased greatly--both in the numbers of students they provide support to and the types of needs those students present. Based on the March survey, we are at the point where educational assistants are "spread too thinly", thereby weakening the quality of support they are able to provide to students.

Staffing procedures are regularly monitored, reviewed and refined to ensure that student needs for accessing program are met.

Utilizing educational assistants is a cost-effective way to complement the work of teachers in delivering programs. (see Appendix B)

Prepared by: Sylvia Scarrow, Human Resources Officer

Early Identification School Entry Information

1991	Children with Special Needs	28
	Kindergarten Placement	25
	Special Education Placement	3
	Home Care Involvement	7
	E. A. Support Requested	11
1992	Children with Special Needs	40
	Kindergarten Placement	30
	Special Education Placement	10
	Home Care Involvement	14
	E. A. Support Requested	16
1993	Children with Special Needs	47
	Kindergarten Placement	43
	Special Education Placement	4
	Home Care Involvement	18
	E. A. Support Requested	15
1994	Children with Special Needs	52
	Kindergarten Placement	44
	Special Education Placement	8
	Home Care Involvement	16
	E. A. Support Requested	16
1995	Children with Special Needs	44
	Kindergarten Placement	37
	Special Education Placement	7
	Home Care Involvement	21
	E. A. Support Requested	17
1996	Children with Special Needs	41
	Kindergarten Placement	38
	Special Education Placement	3
	Home Care Involvement	12
	E. A. Support Requested	22

Educational Assistant Requests: Typical Student Profiles

The following descriptions were taken from student information summaries compiled through the Intake Process in 1996. For children with very high needs, the request was made to accomodate that child in the classroom. In other cases the individual student needs were one factor, along with other class or school needs, contributing to the request.

Student A has Spina Bifida, is Hydrocephalic and has a serious latex allergy. Cognitive development is normal, language skills are good and an integrated setting is appropriate. Toileting will be an ongoing need.

Student B has P.D.D. with serious communication and behaviour concerns.

Student C has Down Syndrome, is very active and often mouths things. Communicates well using some words and some signs; good play skills with other children; responds well to music; toilet training just beginning.

Student D has normal cognitive ability, but very high medical needs. Tubes need to be monitored at all times; nursing services will train E.A.

Student E has Developmental Delays and epilepsy.

Student F is visually impaired, has cognitive delays and behaviour concerns.

Student G has Cerebral Palsy, uses a walker, adapted trike, special seating and stroller. Verbal and cognitive skills are progressing normally.

Kindergarten Teacher Issues re Integration of Children with Special Needs and Educational Assistant Support

Requests for Educational Assistants over the past six years have been prompted by one, or a combination, of the following reasons:

• Safety Issues

- children with P.D.D or behaviour disorders who may run, climb, injure self and others
- fire drill for non-mobile children
- children with special health care needs (e.g. "medically fragile" children)

• Physical Issues

- toileting
- lifting and transfers for non-mobile children
- monitoring equipment needs
(e.g. walkers, standing frames, braces)
- feeding and dressing

• Program Issues

- implementing differentiated programming
(e.g. augmentative communication, OT/PT requirements)
- giving sufficient attention to all children at this early age (3, 4, 5 yr. olds)
- behaviour: monitoring and implementing strategies
- time required for record keeping, communicating with parents, meetings with professionals etc.
- teacher concerns re lack of experience/expertise with specific special needs

APPENDIX B

April 2, 1997

**COSTING FOR 10 EDUCATIONAL ASSISTANT POSITIONS
PER SCHOOL YEAR**

Number of Positions - 10

Instructional Days - 186

Paid P.A. Days - 4

Paid Vacation Days - 25 (at maximum)

Paid Stat Holidays - 9

Total of Paid Days - 224

Average Daily Pay - \$105 (based on a 6.5 hour day)

10 POSITIONS X \$105 PER DAY X 224 PAID DAYS = \$235,200/ SCHOOL YEAR

AGENDA**PERSONNEL AND ORGANIZATION COMMITTEE****1997 05 08**

Confirmation of the minutes of the regular meeting of 1997 04 10 .

URBAN MUNICIPAL

MAY 12 1997

GENERAL

GOVERNMENT DOCUMENTS

NEW BUSINESS:

1. Recommendations of the Superintendent of Human Resources **Page 1**
2. Staffing Report - Full Time Equivalent Positions **Page 2**
3. Report on Supply Teacher Usage **Pages 3 to 4**
4. Temporary Assistance Report **Pages 5 to 6**
 - Substitute Cleaner/Casual Assistance Usage
 - Temporary Assistance Expenditures
5. (a) Correspondence from the Mayor's Committee Against Racism and Discrimination re statistics relative to hiring of probationary teachers (referred to Officials and Personnel and Organization Committee at April, 1997 Board). **Page 7**
(b) Report from the Officials re Statistical Information **Pages 8 to 10**
6. Process for Procuring Occasional Teachers - requested by Trustee Bishop

ELEMENTARY/SECONDARY**NEW BUSINESS:**

1. Recommendations of the Superintendent of Human Resources **Pages 11 to 13**
2. Job Coach - Transitional Work Experience Program (TWEP) **Pages 14 to 16**

1900

1901

1902

Education Centre
100 Main Street West
Hamilton, Ontario
1997 05 08

To The Chairman and Members
Personnel and Organization Committee
Hamilton Board of Education

Ladies and Gentlemen:

GENERAL

I have the honour to present the following recommendations for your approval:

1. **PROBATIONARY STAFF APPOINTMENTS** - Nil

2. **PERMANENT STAFF APPOINTMENTS** - Nil

3. **PROMOTIONS**

(a) That Kelsey Crawford be appointed to the Probationary Administrative Staff in the position of Secretary to the Assistant Superintendent of Schools, effective 1997 04 19, with salary according to the salary schedule.

Replacement

4. **INTERNAL APPOINTMENTS** - Nil

5. **TIMETABLE CHANGES** - Nil

6. **RETIREMENTS**

(a) (i) That the resignation of George Knill, Project Team Leader, for the purpose of retirement, effective 1997 08 31, be accepted with regret and the Board's gratuity be paid.

(ii) That the resignation of George Davis, Caretaker (Caretaking & Maintenance Staff), for the purpose of retirement, effective 1997 06 30, be accepted with regret and the Board's gratuity be paid.

7. **LEAVING EMPLOYMENT** - Nil

8. **LEAVES** - Nil

9. **OTHERS**

(a) We regret to announce the death of Jean L. Clark (Cleaner, Cleaning Staff) on 1997 03 31.

Respectfully submitted,

Richard W. Binns,
Superintendent of Human Resources

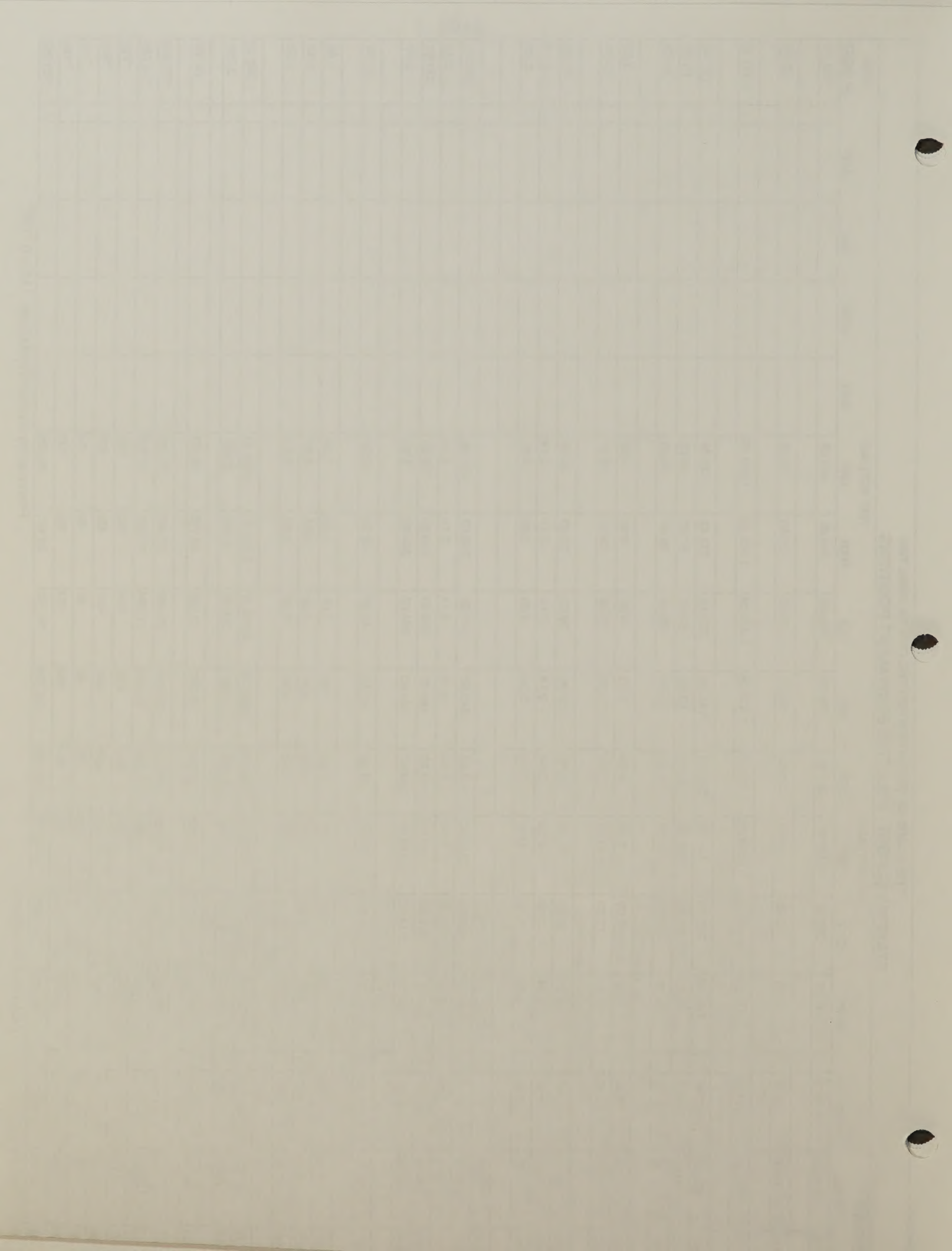
THE BOARD OF EDUCATION FOR THE CITY OF HAMILTON
STAFFING REPORT - FULL TIME EQUIVALENT POSITIONS

DECEMBER 31ST ACTUALS										1996 ACTUALS						1997 ACTUALS						1996 BUDGET
	1991	1992	1993	1994	1995	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG					
Admin & Support Staff	496.21	461.16	458.16	444.96	419.76	397.85	397.85	397.85	399.45	399.45	399.45	399.45	400.05					399.05				
Co-ordinators/Consultants	55.67	51.00	50.00	37.00	25.50	20.50	20.50	20.50	20.50	20.50	20.50	20.50	20.50					20.50				
Teachers - Elementary	1,660.75	1,657.60	1,637.75	1,580.65	1,571.95	1,478.25	1,478.25	1,478.25	1,478.25	1,478.25	1,478.25	1,478.25	1,478.75					1,431.95				
Secondary - Composite	850.67	861.33	839.67	802.67	772.92	745.76	745.76	745.76	745.76	745.76	733.43	733.43	733.76					722.09				
- Vocational	107.67	100.67	87.00	70.00	61.00	62.33	62.33	62.33	62.33	62.33	57.67	57.67	58.00					61.00				
- Vanier	34.00	35.00	36.00	37.00	37.00	35.00	35.00	35.00	35.00	35.00	35.00	35.00	35.00					35.00				
Elementary DD	16.00	14.00	13.00	9.00	9.00	9.00	9.00	9.00	9.00	9.00	9.00	9.00	9.00					9.00				
Secondary DD	14.67	15.33	12.67	13.00	13.33	13.33	13.33	13.33	13.33	13.33	13.33	13.33	13.33					13.33				
Lunchroom - Elementary	118.50	82.86	85.25	65.32	39.00	39.00	39.00	39.00	39.00	39.00	39.00	39.00	39.00					39.00				
- Secondary	7.00	7.36	7.64	4.50	4.50	2.14	2.14	2.14	2.14	2.14	2.14	2.14	2.14					2.14				
- Vocational	2.00	2.00	1.71	1.07	0.89	0.36	0.36	0.36	0.36	0.36	0.36	0.36	0.36					0.36				
Bus Supervisors	16.71	15.86	17.14	16.86																		
Educational Assistants	223.50	250.50	232.17	232.67	233.17	240.50	240.50	243.50	243.50	243.50	243.50	243.50	243.50					233.17				
Lunchroom Assistants	6.56	7.12	4.12	2.70	2.14	2.14	2.14	2.14	2.14	2.14	2.14	2.14	2.14					2.14				
Ctrks/Maint/Whs/Asbestos	219.00	214.00	213.00	210.00	186.00	189.00	189.00	189.00	189.00	189.00	189.00	189.00	338.00					332.94				
Cleaners/Cooks	278.59	270.41	248.25	244.45	242.51	244.00	244.00	244.00	244.00	244.00	244.00	244.00	5.80					5.80				
Recoverable-Tchrs/Other	41.75	40.05	36.55	38.15	38.90	38.50	38.50	38.50	41.50	41.50	42.50	42.50	42.50					37.90				
- Consultants	0.33																					
- Clerical		1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00					1.00				
- Educ Assist			4.33	4.33	4.33	4.00	4.00	4.00	4.00	4.00	4.00	5.00	5.00					5.33				
- Admin	0.50	0.50	0.50	1.00	1.00	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50					0.50				
Full Time Equiv. Positions	4,150.08	4,087.75	3,985.91	3,816.33	3,663.90	3,523.16	3,523.16	3,526.16	3,530.76	3,530.76	3,514.77	3,515.77	3,428.33					3,352.20				
Number Of Employees	4861	4,829	4,706	4,451	4,137	3,987	3,987	3,990	3,995	3,995	3,979	3,980	3,870					3,798				
Lunchroom Enrolment	16,618	17,432	18,003	18,707	18,707	18,707	18,707	18,707	18,707	18,707	18,707	18,707	18,707					18,707				
Enrolment - Elementary	*26,111	*26,387	*26,685	*27,084	*27,395	*27,588	27,590	27,582	27,552	27,484	27,448	27,447	27,466					**27,538				
- Sec Composite	*12,328	*13,001	*11,529	*12,158	*12,343	*11,866	11,711	11,403	11,298	10,984	11,094	10,926	10,743					**12,039				
- Sec Vocational	*950	*1,037	*771	*736	*729	*739	706	689	673	629	644	643	617					**722				
- Sec Vanier	*382	*465	*464	*480	*503	*467	466	462	454	443	441	432	432					**511				
- Elem D.D.	*89	*83	*82	*61	*66	*58	58	59	59	60	62	63	64					**53				
- Sec D.D.	*65	*84	*84	*95	*94	*104	104	103	104	104	103	102	103					**100				
- TOTAL	*39,925	*41,057	*39,615	*40,614	*41,130	*40,822	40,635	40,298	40,140	39,704	39,792	39,613	39,425					**40,963				

*September 30th Enrolments

**Projected Enrolments

Prepared by Human Resources - May 8, 1997



REPORT OF SUPPLY TEACHER USAGE - MARCH 31, 1997

SECONDARY													
MONTH	Teaching Days	Personal Leave Days/Contract	Personal Reasons /Illness	Field Work /Co-Instr Activities	Conf. /Seminar /Meeting Outside System	Planning /Curriculum /In-Service /Meeting Inside System	In School Meeting	Feder-ation Matters	Other	1997 Total Days	1996 Total Days	1996 Total Expense	1997 Total Expense
JANUARY	17.0	9.0	339.5	1.0		2.5	1.0	7.5		351.5	224.0	78,416	35,196
FEBRUARY	20.0	11.7	349.5	17.0	7.0	11.0		2.0		386.5	364.0	68,132	27,440
MARCH	14.0	18.8	198.0	15.5	4.0	15.0		1.0		233.5	405.0	80,671	24,565
APRIL													
MAY													
JUNE													
JULY													
AUGUST													
SEPTEMBER													
OCTOBER													
NOVEMBER													
DECEMBER													
TOTALS		39.5	887.0	33.5	11.0	28.5	1.0	10.5		971.5	993.0	227,219	87,201
% Of Total			91.3	3.4	1.1	2.9	0.1	1.1					156,839

ELEMENTARY													
MONTH	Teaching Days	Personal Leave Days/Contract	Personal Reasons /Illness	Field Work /Co-Instr Activities	Conf. /Seminar /Meeting Outside System	Planning /Curriculum /In-Service /Meeting Inside System	In School Meeting	Feder-ation Matters	Other	1997 Total Days	1996 Total Days	1996 Total Expense	1997 Total Expense
JANUARY	20.0	37.7	1400.5	7.0	14.0	37.5	41.5	2.0		1502.5	1023.5	240,746	145,230
FEBRUARY	20.0	52.6	1797.0	26.5	23.0	138.0	58.0	12.5		2055.0	1745.0	321,119	208,713
MARCH	14.0	27.5	1105.0	4.5	11.0	33.0	43.5	4.5		1201.5	1345.5	223,841	112,635
APRIL													
MAY													
JUNE													
JULY													
AUGUST													
SEPTEMBER													
OCTOBER													
NOVEMBER													
DECEMBER													
TOTALS		117.8	4302.5	38.0	48.0	208.5	143.0	19.0		4759.0	4114.0	785,706	466,578
% Of Total			90.4	0.8	1.0	4.4	3.0	0.4					767,083

SECONDARY & ELEMENTARY

MONTH	Personal Leave Days/ Contract	Personal Reasons /Illness	Field Work /Co-Inst Activities	Conf. /Seminar /Meeting Outside System	Planning /Curriculum /In-Service /Meeting Inside System	In School Meeting	Feder- ation Matters	Other	1997 Total Days	1996 Total Days	1996 Total Expense	1997 \$ Expense	1997 Long Term Occasional	1997 Total Expense	1997 % Spent
JANUARY	46.7	1740.0	8.0	14.0	40.0	42.5	9.5		1854.0	1247.5	319,162	180,426	107,086	287,512	
FEBRUARY	64.3	2146.5	43.5	30.0	149.0	58.0	14.5		2441.5	2109.0	389,251	236,153	153,172	389,325	
MARCH	46.3	1303.0	20.0	15.0	48.0	43.5	5.5		1435.0	1750.5	304,512	137,200	109,885	247,085	
APRIL															
MAY															
JUNE															
JULY															
AUGUST															
SEPTEMBER															
OCTOBER															
NOVEMBER															
DECEMBER															
TOTALS	157.3	5189.5	71.5	59.0	237.0	144.0	29.5		5730.5	5107.0	1,012,925	553,779	370,143	923,922	32.4
% Of Total		90.6	1.2	1.0	4.1	2.5	0.5								

1997 BUDGET
\$2,850,000

REPORT OF SUBSTITUTE CLEANER/CASUAL ASSISTANCE USAGE - 1997

MONTH	Working Days	Personal Reasons /Illness # of Days	Workers' Comp. # of Days	Extra Workload # of Days	Leaves, Vacancies *perm pay # of Days	1997 Total # of Days	1997 \$ Expense	1996 Total # of Days	1996 \$ Expense
JANUARY	22	102	107		107	316	11,564	1,381	71,752
FEBRUARY	20	106	119		40	265	12,114	1,305	67,051
MARCH	19	96	89		36	221	10,510	1,227	60,269
APRIL									
MAY									
JUNE									
JULY									
AUGUST									
SEPTEMBER									
OCTOBER									
NOVEMBER									
DECEMBER									
TOTALS		304	315		183	802	34,188	3,913	199,072

*Leaves, Vacancies - cost covered on permanent payroll

Prepared by Human Resources
May 8, 1997

1996 AND 1997 TEMPORARY ASSISTANCE EXPENDITURES

	1996 BUDGET	YTD EXPENSE AS OF DEC 31/96	1997 BUDGET	YTD EXPENSE AS OF JAN 31/97	YTD EXPENSE AS OF MAR 31/97	EXPLANATION
Central Depts. & Area Offices						
- Admin. Services	20,440	54,164		304	15,031	Paikin Library, Illness Repl., Kit Serv. Students, Telephone Recept.
- Technical Services	15,000	14,871			2,959	Extra Assistance
- Security/Parking	148,360	138,213		5,185	25,018	Building Security, Parking Personnel
- Director's Office	0	0				
- Finance	76,200	47,030			9,986	FIS Project, Extra Clerical Assistance
- Human Resources	43,700	68,431			1,813	EIS Project, Seniority Lists- Extra Clerical Assistance
- Program Departments	115,500	82,235		452	11,543	Replacement for Illness, Extra Clerical Assistance
- Lower City Supt. Office	800	0				
- Mountain Supt. Office	800	0				
- Fr.as Ist Lang. Supt. Office	1,100	0				
School Services						
- Student Assistance	3,300	2,690				
- Elementary School Clerical	70,000	91,221		1,376	10,110	Replacement for Illness
- Secondary School Clerical	39,000	78,195			5,900	Replacement for Illness
- Equipment Repair	19,000	31,297			2,883	Co-op Students
Regular Day School						
- Student Assistance	0	67				
Plant Operation	0	0				
Plant Maintenance	27,900	27,554			3,023	Regulated Substance Response - Clerical Assistance
Other Operating	0	3,595			90	Community School Clerk
GRAND TOTAL	\$581,100	\$639,563		\$7,317	\$88,356	

MAYOR'S COMMITTEE AGAINST RACISM AND DISCRIMINATION

OFFICE OF THE

APR 15 1997

DIRECTOR OF EDUCATION

1997 April 9

Mr. M. Matier,
Director & Secretary,
Hamilton Board of Education,
100 Main Street West,
Hamilton, ON L8N 3L1

**Referred to Officials and Personnel and
Organization Committee at April 1997 Board**

Dear Mr. Matier,

Recently the Mayor's Committee Against Racism and Discrimination requested statistical information from the Hamilton Board of Education relating to the hiring of probationary teachers by the Board in September 1996.

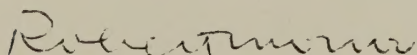
Accordingly, the Committee was provided with information on the number of women, males and the ages thereof who had been hired as probationary teachers. The Committee was advised however that an accurate statistical breakdown showing visible minority, disabled or aboriginal status was not available and that it would be necessary to send a written request to the Secretary of the Hamilton Board of Education asking that this information be researched.

The Committee therefore respectfully requests that this information be researched and made available.

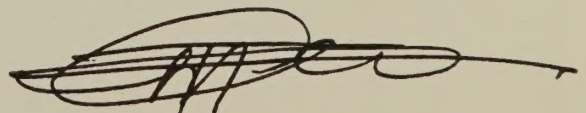
The Mayor's Committee Against Racism and Discrimination also would like to encourage the Hamilton Board of Education to take a pro-active role by establishing an outreach programme to seek out candidates for employment from the following target groups - visible minority, aboriginal people, persons with disabilities, women and by age.

Your assistance in this regard will be greatly appreciated.

Yours truly,



Mayor Robert M. Morrow,
Chairperson,
Mayor's Committee Against
Racism and Discrimination



Marlene Thomas Osbourne,
Co-Chairperson,
Mayor's Committee Against
Racism and Discrimination

1997 05 15

To: The Chairman and Members of the Personnel & Organization Committee

From: Rick Binns, Superintendent, Human Resources Services

RE: STATISTICAL INFORMATION

BACKGROUND:

In 1986 an Affirmative Action Survey was distributed to identify any problem or areas of concern regarding equal employment opportunity. This information was kept up-to-date through continued collection of data. A questionnaire was distributed to all applicants for jobs with the Board. (Appendix 1) The completion of the form was voluntary and based on one's own self-description. The data collected was used to monitor our hiring practices and was referred to as "Applicant Tracking".

Due to downsizing and re-organization of Human Resources, the above process was not continued after 1995.

A revised "Applicant Tracking" questionnaire can be developed and distributed to all applicants for jobs with the Board effective September 1, 1997. These statistics can be compiled and reported to the Affirmative Action Committee of the Board and then be available as required.

ISSUE:

To provide information to Trustees regarding data collection.

RECOMMENDATION:

That this report be received for information.

RATIONALE:

This report provides information on a method of collection of data related to hiring.

1987-1988

The Department of Health and Social Services
Community

1987-1988 Department of Health and Social Services

1987-1988 Department of Health and Social Services

1987-1988

In 1987, the Department of Health and Social Services
was established as a result of the merger of the
Department of Health and Social Services and the
Department of Health and Social Services. The
Department of Health and Social Services was
established as a result of the merger of the
Department of Health and Social Services and the
Department of Health and Social Services.

The Department of Health and Social Services
was established as a result of the merger of the
Department of Health and Social Services and the
Department of Health and Social Services.

A major objective of the Department of Health and Social Services
is to provide a comprehensive range of services to the community.
The Department of Health and Social Services is committed to
the provision of a high standard of care and to the development
of a strong and effective health service.

1987-1988

To provide information to the community on health and social issues

1987-1988

The Department of Health and Social Services

1987-1988

The Department of Health and Social Services
is committed to the provision of a high standard of care and to the development
of a strong and effective health service.

CONFIDENTIAL INFORMATION FOR APPLICANT

The Ontario Human Rights Code forbids discrimination against an individual because of any of the personal characteristics below. The Board of Education is committed to honouring the Code in its selection process.

Your application for employment and this confidential information will be kept completely separate. Your application will progress through normal hiring channels and you will be competing on the basis of your qualifications for the job.

This information will not be seen by anyone but the Affirmative Action Co-ordinator and will be used only as part of a process called "Applicant Tracking". This process will enable us to make sure the Board's Equal Opportunity Program is working.

Please fill out the information below as it applies to you.

Seal this form in the enclosed envelope which is directed to the Affirmative Action Co-ordinator. (If you do not wish to participate, please seal the unsigned form in the envelope anyway).

Drop the sealed envelope off at the Education Centre or any Hamilton public school so no postage is required, or if you prefer, mail via Canada Post.

1. Sex: ☐ Female ☐ Male
2. Age: ☐ 17-30 ☐ 31-50 ☐ 51-65
3. Disability: In this context, disability refers to any actual or perceived physical or emotional/mental condition that interferes or may be perceived by yourself and/or others as interfering with your employment or advancement opportunities.
Do you have a disability? ☐ Yes ☐ No
Is your disability one of:
☐ Mobility ☐ Hearing ☐ Vision
☐ Medical ☐ Other _____
4. Language: Which is your primary language?
☐ English ☐ French ☐ Other _____
5. Religion: ☐ Protestant ☐ Roman Catholic
☐ Jewish ☐ None ☐ Other _____

6. Ethnic/Racial Origin: (please indicate ancestry rather than citizenship or place of birth)

- ☐ Aboriginal Peoples
(Status Indian, Non-status Indian, Inuit or Metis ancestry)
☐ Black
☐ East Asian
(includes Chinese, Japanese, Korean ancestry)
☐ Middle Eastern
(includes Armenian, Arab, Egyptian ancestry, etc.)
☐ Central/South or Latin American
☐ South Asian
(ancestral background from the Indian Sub-continent)
☐ South East Asian
(includes Cambodian, Filipino, Vietnamese, Laotian, Malaysian ancestry, etc.)
☐ White
☐ British ancestry ☐ French ancestry ☐ Other _____

7. (a) Are you currently:

☐ married ☐ single (includes separated, divorced, widowed)

(b) Are you primarily responsible for dependent:

☐ children ☐ adult relatives

(c) Does a family member work for the Hamilton Board of Education?

☐ yes ☐ no

Job for which you are applying: _____

(a) Internal posting (please specify) _____

(b) General application:

- ☐ Administrative
☐ Caretaking/Maintenance
☐ Cleaning
☐ Clerical
☐ Educational Assistant
☐ Lunchroom
☐ Summer
☐ Teaching ☐ Elementary ☐ Secondary
Specialization _____

Name: _____

Date: _____

(Please identify yourself so that the outcome of your application can be tracked. Information on individuals is strictly confidential.)

Comments

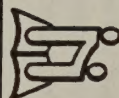
This is not so much a part of the questionnaire as it is a chance to express any thoughts you have on this process. For example, if you found some of the above categories inappropriate to yourself, you might want to indicate why or how. We need statistics, but statistics don't mean much unless they reflect the needs of those they serve.

PAGE 10

For more information please contact :

Affirmative Action Co-ordinator
The Board of Education for the City of Hamilton
100 Main Street West
P.O. Box 2558
Hamilton, Ontario
L8N 3L1
(416) 527-5092, Extension 305

Thank you very much for your help!



THE BOARD OF EDUCATION FOR THE CITY OF HAMILTON
LE CONSEIL DE L'EDUCATION DE LA VILLE DE HAMILTON

EQUAL OPPORTUNITY FOR JOBS WE NEED YOUR HELP

The Hamilton Board of Education is an Equal Opportunity Employer. That means we want to be sure that all applicants for jobs with the Board are considered on the basis of their qualifications. Race, colour, sex, age, marital/family status, or disability have no place in the selection process.

In order to monitor how well the Board's Equal Opportunity Program is doing, I am asking your help in answering the following questions. Because some of these questions are sensitive and to be sure your rights are protected, the Ontario Human Rights Commission has reviewed and approved the use of this form for statistical purposes.

Will filling out this form help you get the job for which you applied? No, but it will help ensure that our hiring practices are fair and that your chances are as good as your qualifications.

We are proud to have an Equal Opportunity Program, but we need your help to make it work.

Affirmative Action Co-ordinator

"Serving Today - Building Tomorrow"

"Servir aujourd'hui pour édifier demain"

To The Chairman and Members
Personnel and Organization Committee
Hamilton Board of Education

Ladies and Gentlemen:

ELEMENTARY/SECONDARY

I have the honour to present the following recommendations for your approval:

1. PROBATIONARY STAFF APPOINTMENTS

(a) (i) That the following teachers be re-appointed to the Probationary Staff, effective as shown, with salary according to the salary schedule:

Suzanne Contant (E), 1996 09 01
Sharon Paterson (E), 1997 05 07 (.5)
Maureen Reid (E), 1996 09 01

Replacement

(ii) That Maureen Eitel (E) be appointed to the Probationary Staff, effective 1997 05 07 (.5), with salary according to the salary schedule.

Replacement

2. PERMANENT STAFF APPOINTMENTS

(a) That Maureen Reid (E) be transferred to the Permanent Staff, effective 1997 03 24, with salary according to the salary schedule.

3. PROMOTIONS - Nil

4. INTERNAL APPOINTMENTS - Nil

5. TIMETABLE CHANGES - Nil

6. RETIREMENTS

(a) (i) That the resignations of the following teachers, for the purpose of retirement, effective as shown, be accepted with regret and the Board's gratuity be paid:

G. Michael Creaghan (S), 1997 06 30
Patricia Disher (E), 1997 06 30
John Allan Dove (S), 1997 06 30
Dianne Gordon (E), 1997 06 30
Thomas Griffith (E), 1997 06 30
Joyce Johnston (E), 1997 06 30
Diane M. Melody (E), 1997 06 30
Sylvia Oberfrank (E), 1997 06 30
Gerd Reimann (E), 1997 09 30

(ii) That the resignation of Priscilla Bradley (E), for the purpose of retirement, effective 1997 06 30, be accepted with regret.

7. LEAVING EMPLOYMENT - Nil

8. LEAVES

Leave of Absence

(a) (i) That the requests of the following teachers for a Leave of Absence, effective as shown, be granted:

Natalie Botts (E), 1997 07 16 to 1998 03 14
 Linda Ball (E), 1996 10 06
 Marilyn Bancsi (E), 1997 09 01 to 1998 08 31
 Charlotte Crouch (S), 1997 09 01 to 1998 08 31
 Mary Elliott (E), 1997 05 07 to 1997 11 14
 Carol Jupp (E), 1997 09 01 to 1998 08 31
 Kathryn Kohler (E), 1997 05 19 to 1998 01 16
 Joanne McIntosh (E), 1997 03 07
 Lorelei (Lori) Prevec (E), 1997 06 16 to 1998 02 13
 Dale A. Pyke (E), 1997 09 01 to 1998 08 31
 Gwen Ripco (E), 1997 09 01 to 1998 08 31
 Cornelia Schuster (E), 1997 08 08 to 1998 04 11
 Henry Shedletzky (S), 1997 03 03 (.33)
 Brenda Stewart (E), 1995 01 02

(ii) That the effective dates of the Leave of Absence granted to Thomas Griffith (E) at a previous meeting be changed to 1997 01 01 to 1997 06 30.

(b) That the requests of the following staff for a Leave of Absence, effective as shown, be granted:

Tina Robinson (Secretary, Clerical & Technical Staff), 1997 04 28 to 1997 08 22
 Leslie Walberg-Hegan (Social Worker, Professional Student Services Personnel), 1997 05 12 to 1997 06 30 (.5)
 David Weir (Educational Assistant, Educational and Lunchroom Assistant Staff), 1997 09 01 to 1998 04 30

Leave Extension

(a) That the requests of the following teachers for an extension of their Leave of Absence, effective as shown, be granted:

Joyce Cooper (E), 1997 09 01
 Michele Fairfield (S), 1997 09 01 to 1998 01 31
 Judy Lampman (E), 1997 09 01 to 1998 08 31
 Caroline E. McGinnis (E), 1997 09 01
 Margaret Mete (E), 1997 09 01 to 1997 12 31
 David Simpson (S), 1997 09 01 to 1998 08 31 (.66)

(b) That the request of Leslie Walberg-Hegan (Social Worker, Professional Student Services Personnel) for an extension of her Leave of Absence, effective 1997 05 01 to 1997 05 09, be granted.

Return from Leave of Absence

(a) That the following teachers be returned from a Leave of Absence, effective as shown:

Lisa Bingleman (E), 1997 09 01
 Linda Bland (E), 1997 03 31
 Kawong Chung-Shipman (E), 1997 09 01
 Rein Ende (E), 1997 09 01
 Anne McNeill (E), 1997 09 01
 Anna Radojewski (E), 1997 09 01
 Doug Robb (S), 1997 09 01
 David Simpson (S), 1997 09 01 (.33)

9. OTHERS

Respectfully submitted,

Richard W. Binns,
 Superintendent of Human Resources

/dk

RECEIVED THE 12th OF MAY 1961
FROM THE 1st OF MAY 1961

THE 1st OF MAY 1961

THE 1st OF MAY 1961

THE 1st OF MAY 1961

THE 1st OF MAY 1961

THE 1st OF MAY 1961

THE 1st OF MAY 1961

THE 1st OF MAY 1961

THE 1st OF MAY 1961

THE 1st OF MAY 1961

THE 1st OF MAY 1961

THE 1st OF MAY 1961

THE 1st OF MAY 1961

THE 1st OF MAY 1961

THE 1st OF MAY 1961

THE 1st OF MAY 1961

THE 1st OF MAY 1961

THE 1st OF MAY 1961

THE 1st OF MAY 1961

THE 1st OF MAY 1961

Date: 1997 05 08

To: Chairman and Members
Personnel and Organization Committee

From: Elizabeth Bond
Superintendent of Program

Re: Job Coach - Transitional Work Experience Program (TWEP)

Report: Information/Decision

BACKGROUND

Overview

The Transitional Work Experience Program is a "school-to-work" transition program which assists high school aged developmentally delayed and physically challenged students and "at risk" students. Through actual work settings within the community, students are able to gain work, social and integrative skills necessary to meet the demands of their community environments.

The Transitional Work Experience Program has also provided assistance to students in regular secondary and vocational programs who have difficulties fulfilling the requirements of the Co-operative Education Program. This program link has also filled a gap in providing pre-employment training for those students who lack the skill or resources to cope independently within a work environment. Through various modifications and the assistance of "job coaches" (co-operative education students and volunteers) students are able to apply their experience towards a Co-operative Education credit.

With the increasing demands put forth in the "world of work" the Transitional Work Experience Program reduces employment and community barriers and provides opportunities for an increasing number and diversity of students.

Program Structure

The Transitional Work Experience Program has been divided into three components.

- 1) Community based placements, are designed for students who can work in the community independently or with the assistance of a job coach.
- 2) Group work Stations, provide placements that are assigned to a specific school. Students attend with a staff member on a rotation basis. This component allows an entire class to experience a job placement allowing them to later reflect on and share their experiences.
- 3) TWEP Resource Centre, located at Hill Park Secondary School, provides students with the ability to increase their job research and pre-employment skills. This centre also provides simulated "hands on" work for severely disabled students who cannot function in either group work stations or community based placements.

Parkview Pilot

Due to the increasing demands and need for service at Parkview Secondary School, a pilot program has been established as a division of the Transitional Work Experience Program. An educational assistant has been allocated full time to assist those students participating in the program. The job coach provides support and direction to Parkview staff and maintains contact with all participating employers in this pilot program.

ISSUE

To determine Board support for renewal of the position of Job Coach, Transitional Work Experience Program for the 1997-1988 school year.

RECOMMENDATION

That the position of Job Coach, Transitional Work Experience Program (T.W.E.P.) be renewed for the 1997-98 school year.

RATIONALE**Program Statistics**

	<i>Student Participation</i>	<i>Employer Participation</i>
1988-1989	5	12
1989-1990	17	25
1990-1991	14	35
1991-1992	16	45
1992-1993	19	45
1993-1994	29	50
1994-1995	49	55
1995-1996	58	55
1996-1997	129	46

1996 - 1997 School Involvement

<i>School</i>	<i>Student Participation</i>
Sir Winston Churchill	16
Sherwood S. S.	16
Hill Park S.S.	24
Westdale S.S.	19
Parkview S.S.	53 Group Work Stations Only
Delta S.S.	1
Total	129

Completing the Transition Through Community Partnerships

School curricula for moderately and severely handicapped adolescents and young adults is changing. Recent trends have been away from specific curricular goals on the basis of developmental age, toward instruction of chronologically age-appropriate skills students need to meet the demands of their community environment. Deficits in student performance during the school years and beyond suggest that this skill instruction must be conducted in real world settings, in the presence of non handicapped people, and using naturally occurring materials and situations.

Moderately and severely handicapped individuals have difficulty generalizing skills from an artificially structured environment to the numerous natural environments within the community, and the Transitional Work Experience Program is a major strategy for bridging these environments.

It has been an important focus of the program to provide a smoother transition for "graduating" students. Due to the lengthy waiting list and rigid requirements of adult day programs, it is necessary for parents and students to begin their planning at least once year in advance. The Transitional Work Experience Program ensures that parents and students are informed of the various community facilities that would be appropriate. Where possible, a referral is made so that students are not left without future programming or employment. Students that are able to work in a competitive environment or with support leave the Transitional Work Experience Program with a complete summary and resume of their experiences. This partnership with the community and its various services is essential in completing a successful transition from school to the world of work.

Financial Implications

The salary for a 35 hour week over ten months is in the range of \$32,000 - \$34,700. The Job Coach position is included in the 1997 Board approved budget.

URBAN/MUNICIPAL
CAY ON HBL W26
A36
1997

URBAN MUNICIPAL

JUN 23 1997

AGENDA

PERSONNEL AND ORGANIZATION COMMITTEE 1997 06 12

GOVERNMENT DOCUMENTS

Confirmation of the minutes of the regular meeting of 1997 01 09 and special meetings of 1997 02 06 and 1997 05 28.

GENERAL

BUSINESS ARISING FROM THE MINUTES:

1. Report re Appointment of Interim Financial Officer **Pages 1 to 3**
- * 2. Update - Project Team Leader - Special Education

NEW BUSINESS:

1. Recommendations of the Superintendent of Human Resources **Page 4**
2. Annual Report - Occupational Health and Safety **Pages 5 to 11**
3. Annual Report - Race Relations and Ethnocultural Equity Policy **Page 12**
4. Staffing Report - Full Time Equivalent Positions **Page 13**
5. Report on Supply Teacher Usage **Page 14 to 15**

ELEMENTARY/SECONDARY

NEW BUSINESS:

1. Recommendations of the Superintendent of Human Resources **Pages 16 to 19**
2. Report of the Principal/Vice-Principal Promotion Process Review Committee **Pages 20 to 29**
- * 3. Elementary/Secondary School Vice-Principal Pool

*Report will be laid down at the meeting.

RECEIVED
JAN 10 1964
FEDERAL BUREAU OF INVESTIGATION
U.S. DEPARTMENT OF JUSTICE

OFFICE OF THE ATTORNEY GENERAL
WASHINGTON, D.C. 20530

DATE: 1997 June 12

TO: Chairman and Members
Personnel & Organization Committee

FROM: Merv Matier, Interim Director of Education & Secretary

RE: APPOINTMENT OF INTERIM FINANCIAL OFFICER

REPORT: Decision

BACKGROUND:

Lucy Veerman, Senior Financial Officer and Treasurer, is currently carrying out all the responsibilities of the former Superintendent of Finance & Treasurer. Initially this appointment was for a short term duration until December 31, 1996, but due to the extension of the existing Senior Management organization, and the passing of Bill 104, the position has extended indefinitely. Lucy has requested, based on family responsibilities and obligations that exist at this time, that she complete this temporary assignment by August 31, 1997, and resume her role as Budget Manager. In addition to her role as Budget Manager, Lucy will be assigned additional responsibilities.

At the May 15, 1997 Board meeting the following recommendation was approved:

"That the Interim Director and Senior Financial Officer and Treasurer be authorized to explore options for filling the vacancy and bring recommendations to the June Personnel & Organization meeting".

ISSUE:

To present to trustees an update on the options explored to fill the Interim Financial Administrator vacancy and to determine trustee approval for the recommendations of the Interim Director and the Senior Financial Officer & Treasurer.

RECOMMENDATION:

1. That the trustees support in principle the role of Interim Financial Officer and Treasurer being carried out on an interim basis by the current Comptroller of the Wentworth County Board of Education.
2. That the Interim Director and Senior Financial Officer and Treasurer bring to the August, 1997 Special Personnel and Organization meeting a report which outlines the details of the sharing of the financial administration plan

RATIONALE:

Three options have been explored:

- a) Posting the vacancy as with other recent S.O. vacancies and filling the vacancy on an interim basis until December, 1997.
- b) Determining if current staff are qualified for and interested in the position.
- c) Conducting discussions with the Director and Comptroller of the Wentworth County Board of Education re a sharing of the administration role between both boards.

Outcome:

- a) ***Posting***
Due to restrictions on promotions as a result of Bill 104, it is highly unlikely that a qualified candidate would apply for a position which has a December 31, 1997 expiry.
- b) ***Internal Staff Interest:***
An information page was circulated (Appendix A) to the system and one employee expressed interest in the position. This employee has no accounting certification and we believe that an accounting background is essential in this role.
- c) ***Discussions with Wentworth County***
Three meetings have taken place to date and it is evident that a sharing of the Financial Administrative role is very viable. Further discussion is needed to work out the details of the plan including the allowances paid and the employment agreement.

The approval of the E.I.C. and the new District School Board #21 will be required.

This is a responsible approach considering current discussions of the Local Education Improvement Committee re the transition to a single business format.

**APPOINTMENT OF
INTERIM FINANCIAL ADMINISTRATOR
HAMILTON BOARD OF EDUCATION**

At the May 15 Board meeting the following recommendation was approved:

"That the Interim Director and Senior Financial Officer & Treasurer be authorized to explore options for filling the vacancy and bring recommendations to the June Personnel and Organization meeting."

Lucy Veerman, Senior Financial Officer & Treasurer, is currently carrying out all the responsibilities of the former Superintendent of Finance & Treasurer. Initially, this appointment was for a short term duration until December 31, 1996, but due to the extension of the existing Senior Management organization, and the passing of Bill 104, the position has extended indefinitely. Lucy, has requested, based on family responsibilities and obligations that exist at this time, that she complete this temporary assignment by August 31, 1997 and resume her role as Budget Manager. In addition to her role as Budget Manager, Lucy will be assigned additional responsibilities.

We wish to consider all potential options for filling this senior position in the organization. Those within the Hamilton Board of Education who hold the qualifications required by *Regulation 309 of the Education Act* for a business S.O. and who have an interest in finding out more about the role, to call Mary Davis to arrange for an appointment, prior to Friday, May 30, 1997.

*Regulation 309 - Supervisory Officers
Part I - Qualifications of S.O.'s*

2.1 (1) On application, the Minister shall issue a Business Supervisory Officer's Certificate to a person who meets the following qualifications:

1. The person has at least seven years of successful experience in business administration, including at least three years in a managerial role relevant to the role of business supervisory officer.
2. The person holds an acceptable university degree.
3. The person,
 - i) holds a master's degree from a university, or
 - ii) is qualified to practice as an architect, certified general accountant, certified management accountant, chartered accountant, lawyer or professional engineer, or is qualified to practice in another professional capacity that, in the opinion of the Minister, provides experience appropriate for the position of business supervisory officer.
4. The person has successfully completed a program in school board management.
5. The person has successfully completed the business supervisory officer's qualifications program described in section 2.2 within five years after starting the program.

As we begin to design plans for the amalgamation of the Hamilton and Wentworth boards, we are exploring ways to integrate the services of both boards. The position of Financial Administrator/Supervisory Officer is very significant in the organization and prior to any "formal" discussions taking place re the filling of this vacancy, it is important to consider all possible options.

Merv Matier
Interim Director of Education & Secretary

Education Centre
100 Main Street West
Hamilton, Ontario
1997 06 12

To The Chairman and Members
Personnel and Organization Committee
Hamilton Board of Education

Ladies and Gentlemen:

GENERAL

I have the honour to present the following recommendations for your approval:

1. **PROBATIONARY STAFF APPOINTMENTS** - Nil

2. **PERMANENT STAFF APPOINTMENTS** - Nil

3. **PROMOTIONS** - Nil

4. **INTERNAL APPOINTMENTS** - Nil

5. **TIMETABLE CHANGES** - Nil

6. **RETIREMENTS**

(a) (i) That the resignation of Thomas Vassallo (Caretaking & Maintenance Staff), for the purpose of retirement, effective 1997 06 30, be accepted with regret and the Board's gratuity be paid.

(ii) That the resignation of Marie Lohnes (Caretaking & Maintenance Staff), for the purpose of retirement, effective 1997 05 03, be accepted with regret.

7. **LEAVING EMPLOYMENT** - Nil

8. **LEAVES**

Leave of Absence

(a) That the request of Joyce Ferguson, Payroll Supervisor (Administrative Staff), for a Leave of Absence, effective 1997 05 26 to 1998 01 23, be granted.

Return from Leave of Absence - Nil

9. **OTHERS** - Nil

Respectfully submitted

Richard W. Binns
Superintendent of Human Resources

/dk

Page 1
Department of
the Interior
Bureau of
Land Management

For the purpose of
the National
Antiquities Act

DECLARATION

I, the undersigned, being a resident proprietor of the land hereinafter described, do hereby certify that the same is of the value of \$10,000.00 and is situated in the County of _____ State of _____

and that the same is of the value of \$10,000.00 and is situated in the County of _____ State of _____

and that the same is of the value of \$10,000.00 and is situated in the County of _____ State of _____

and that the same is of the value of \$10,000.00 and is situated in the County of _____ State of _____

and that the same is of the value of \$10,000.00 and is situated in the County of _____ State of _____

and that the same is of the value of \$10,000.00 and is situated in the County of _____ State of _____

and that the same is of the value of \$10,000.00 and is situated in the County of _____ State of _____

and that the same is of the value of \$10,000.00 and is situated in the County of _____ State of _____

and that the same is of the value of \$10,000.00 and is situated in the County of _____ State of _____

and that the same is of the value of \$10,000.00 and is situated in the County of _____ State of _____

and that the same is of the value of \$10,000.00 and is situated in the County of _____ State of _____

and that the same is of the value of \$10,000.00 and is situated in the County of _____ State of _____

and that the same is of the value of \$10,000.00 and is situated in the County of _____ State of _____

and that the same is of the value of \$10,000.00 and is situated in the County of _____ State of _____

1997-06-17

TO: *The Chairman and Members of the Personnel and
Organization Committee*

FROM: *Rick Binns
Superintendent, Human Resources*

RE: *ANNUAL REPORT
OCCUPATIONAL HEALTH & SAFETY*

BACKGROUND:

- * An Annual Report on the Occupational Health and Safety Program is to be presented to the Board in June of each year.

Please review the attached Appendices

Appendix A Accident Statistics
Appendix B Overview of Accident Statistics (1996)
Appendix C Summary of the Occupational Health and Safety Program
Appendix D New Occupational Health and Safety Initiatives/Challenges for 1997
Appendix E Occupational Health and Safety Program

It is recognized that a safe work place will promote an environment conducive for learning

- * The Board (Trustees) as well as Senior Management are accountable for Occupational Health and Safety for employees. This report provides an overview only.
- * The Board has been moving proactively in the area of Occupational Health and Safety

ISSUE:

To provide information on our current Occupational Health and Safety Program.

RECOMMENDATION:

- 1) That this report be received for information.

Report Prepared By: William V. Urie
Coordinator, Occupational Health & Safety

1975-1976

The following table shows the results of the 1975-1976
Olympic Games in Montreal.

The following table shows the results of the 1975-1976
Olympic Games in Montreal.

The following table shows the results of the 1975-1976
Olympic Games in Montreal.

1975-1976

The following table shows the results of the 1975-1976
Olympic Games in Montreal.

The following table shows the results of the 1975-1976
Olympic Games in Montreal.

The following table shows the results of the 1975-1976
Olympic Games in Montreal.

The following table shows the results of the 1975-1976
Olympic Games in Montreal.

The following table shows the results of the 1975-1976
Olympic Games in Montreal.

The following table shows the results of the 1975-1976
Olympic Games in Montreal.

1975-1976

The following table shows the results of the 1975-1976
Olympic Games in Montreal.

1975-1976

The following table shows the results of the 1975-1976
Olympic Games in Montreal.

The following table shows the results of the 1975-1976
Olympic Games in Montreal.

APPENDIX A**SAFETY ANNUAL REPORT
ACCIDENT STATISTICS**

	1993	1994	1995	1996	APRIL 1997 (Jan. - April)	APRIL 1996 (Jan. - April)
<u>INCIDENTS</u>						
Lost Time	167	135	161	141	47	66
Medical Aid	217	241	214	169	53	66

WCB ASSESSMENT

Assessment	\$988,000	\$1,145,886	\$1,200,000	Schedule 2 for 1996
Actual Cost	\$ 849,802	\$524,367	Schedule 2	

ALL ACCIDENTS BY MAJOR OCCUPATION

Teachers-Secondary	27	35	22	18	7	6
Teachers-Elementary	74	91	83	71	22	30
Education Assistant	24	30	34	27	14	12
Caretaker(Firemen)	60	68	65	52	18	24
Cleaners	90	106	85	76	18	29
Maintenance	7	8	5	6	3	3

ACCIDENT TYPE

Cuts/Bruise	61	58	19	18	4	11
Slips/Falls	272	281	102	17	23	33
Struck By	143	126	52	53	5	21
Strains	183	191	89	102	30	36
Struck against/Contact	63	79	35	16	8	7

BY LOCATION

Classroom	226	119	219	75	24	24
Portables	15	7	1	3	2	3
Halls	91	65	99	44	4	18
Stairs	58	36	42	33	10	13
Parking Lot	22	23	30	11	6	8
Outside Walkways	26	17	53	11	13	9
Playgrounds	65	30	37	13	5	6
School Trip	24	5	12	2	1	2
Gym	50	29	36	21	9	6

APPENDIX B**OVERVIEW OF ACCIDENT STATISTICS****INCIDENTS**

- * 1996 had a slight increase in lost time injuries compared to 1995
- * lost time injuries to date (April 1997) are lower than the same time in 1996
- * First Aid statistics are not entered into Data Base

WORKERS' COMPENSATION BOARD (WCB) ASSESSMENT

- * Move from schedule 1 to schedule 2, now achieved
- * Human Resources officer now responsible for claims management

ACCIDENTS BY MAJOR OCCUPATION

* Teachers - Elementary (1996)	71 total incidents
Full time employees - 1478	
lost time - 27	slip/fall - 16
health care - 44	struck by - 14
reoccurrence - 11	strains - 15

* Cleaners (1996)	76 total incidents
Full time employees - 238	
lost time - 41	slip/fall - 17
health care - 35	struck by - 10
reoccurrence - 32	struck against - 4
	cuts/bruises - 4
	strains - 32

* Caretakers (1996)	52 total incidents
Full time employees - 115	
lost time - 31	slip/fall - 4
health care - 21	struck by - 9
reoccurrence - 14	struck against - 2
	cuts/bruises - 3
	strains - 27

* Student Aggression	
1996	1995
health care - 1	health care - 13
lost time - 5	lost time - 5
reoccurrence - 2	reoccurrence - 1

- decreased over 1995
- staff more aware and are now reporting
- issue being monitored by Staff and Supervisors (Principals)
- training identified and being implemented

APPENDIX C

SUMMARY OF THE OCCUPATIONAL HEALTH AND SAFETY PROGRAM

STAFF: *Coordinator Occupational Health and Safety*
 Safety Technician (0.5)
 Safety Clerk (WCB) relocated to work directly with Human Resources Officer

Total employees 3,428 (April/96)

Number of work sites 113

ACTIVITIES

Ensure compliance with current legislation and be a resources to Board Staff in regard to Safety Issues and Safety Work Practices.

Coordination and resource to the School Joint Health and Safety Committee and the Plant Joint Health and Safety Committee

School Joint Health And Safety Committee (SJHSC)

- worker co-chair: **Sue Crawford, Educational Assistant, Delta**
- management co-chair: **Bill Ferris, Vice Principal, Westmount**

Plant Joint Health And Safety Committee (PJHSC)

- worker co-chair: **Jackie Robinson, Caretaker, G.L. Armstrong**
- management co-chair: **Pat Gillie (Superintendent), Education Centre**

The School and Plant Joint Health and Safety Committees have now joined together.

Coordination, training and monitoring of School inspections conducted by the Joint Health and Safety Committee(s)

Workplace Hazard Materials Information System (WHMIS) compliance as it relates to training of all staff, maintaining school WHMIS binders (Material Safety Data Sheets) and preparation of workplace labels.

Assist in the Orientation of all new staff, including supply and casual staff in General Safety, Asbestos and WHMIS. The coordination of regular staff training in the areas of ladders and scaffold, first aid etc.

Conduct Workplace testing and assessment in the areas of indoor air quality, asbestos air monitoring and use of chemicals and substances.

Respond to requests for assistance from schools in relation to emergencies, ie. student or staff health and/or safety concerns.

Conduct workplace accident investigations where necessary.

APPENDIX D

NEW OCCUPATIONAL HEALTH AND SAFETY INITIATIVES/CHALLENGES FOR 1997

- * Occupational Health and Safety Manual for Supervisors, including Principals and Vice- Principals are now in place, inservice continues.
- * Maintain Liaison with the OASBO Health and Safety Committee.
- * Continue towards an Emergency Preparedness Procedure in conjunction with our Municipal partners.
- * The Coordinator, Occupational Health and Safety, represents this Board on the **Hamilton Safety Council**. Current activities includes Citizen Bravery Awards, Road Safety Challenge and Cycle Mania.
- * Amalgamation with Wentworth County Board of Education will provide new opportunities and resource, relating to Occupational Health and Safety Programs



THE BOARD OF EDUCATION
FOR THE CITY OF HAMILTON

LE CONSEIL DE L'EDUCATION LA VILLE DE HAMILTON

APPENDIX E

Occupational Health and Safety Program

INTRODUCTION

The Board is committed to establish programs for the protection of staff from injury and occupational diseases in the workplace.

POLICY

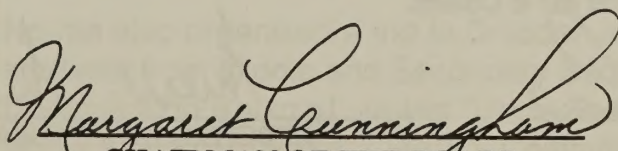
The Hamilton Board of Education shall provide a safe and healthy environment for all people in Board-owned facilities in accordance with the Occupational Health and Safety Act.

ACCOUNTABILITY

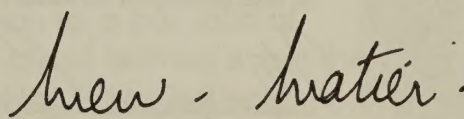
Board of Trustees, management and staff will be accountable as defined in the Occupational Health and Safety Act.

All staff are responsible for and will be held accountable for working safely.

All persons employed or contracted by the Board shall comply with the safe work practices and procedures established by the Board.



CHAIRMAN OF THE BOARD
MARGARET CUNNINGHAM



DIRECTOR OF EDUCATION
MERV MATIER

97 - 03 - 20

DATE

If you have any questions about safe work practices and procedures in your work area, contact your supervisor or call the Occupational Health and Safety Coordinator, 527-5092, ext. 2246.



THE BOARD OF EDUCATION
FOR THE CITY OF HAMILTON

LE CONSEIL DE L'ÉDUCATION LA VILLE DE HAMILTON

Programme « Santé et sécurité au travail »

INTRODUCTION

Le Conseil s'engage à mettre en oeuvre des programmes visant la protection du personnel contre les blessures et les maladies professionnelles au lieu de travail.

POLITIQUE

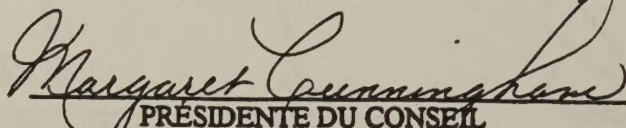
Le Conseil de l'éducation de la ville de Hamilton offre un milieu sain et sécuritaire pour tout le personnel à son emploi dans les installations dont il est le propriétaire, conformément à la *Loi sur la Santé et la sécurité au travail*.

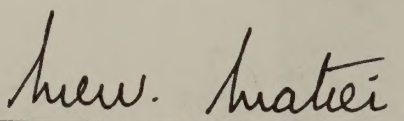
RESPONSABILITÉS

Les conseillères et conseillers scolaires, les cadres et le personnel ont l'obligation de rendre des comptes conformément à la *Loi sur la Santé et la sécurité au travail*.

La responsabilité de travailler en sécurité et de rendre des comptes incombe à chaque membre du personnel.

Le personnel à l'emploi du Conseil et les entrepreneurs sous contrat doivent adhérer à la procédure et aux pratiques de sécurité mises en oeuvre par le Conseil.


PRÉSIDENTE DU CONSEIL
Margaret Cunningham


DIRECTEUR DE L'ÉDUCATION
Merv Matier

le 20 mars 1997

DATE

Pour de plus amples renseignements à propos de la procédure et des pratiques de sécurité, veuillez appeler au bureau de la Santé et la Sécurité au travail au 527-5092, poste 2246.

1997 06 12

TO: The Chairman and Members of Personnel & Organization

FROM: Rick Binns, Superintendent of Human Resources Services

RE: RACE RELATIONS AND ETHNOCULTURAL EQUITY POLICY

BACKGROUND

The Anti-racism and Ethnocultural Equity Committee continued to meet with representation from the community, the Board and schools. This committee was involved in the organization of a conference sponsored by The Rotary Club. Several students from our secondary schools attended and participated in dialogue groups. The Rotary Club is anticipating information coming to them that will assist them in planning future programs for youth.

The committee will continue to work in the Fall reviewing the Anti-Racism & Ethnocultural Implementation Plan. Elizabeth Bond, Superintendent of Program, will take responsibility for this task and report progress through the Program Committee.

The Board continues to participate in meetings of the Mayor's Committee Against Racism & Discrimination. These meetings are an opportunity for the Board and the Committee to discuss issues regarding racism and discrimination.

The Black History Committee was very active this past school year under the direction of Norma Rookwood, Secretary, Hillcrest School. Norma organized an excellent celebration at City Hall for the celebration of Black History Month. Several students from throughout the City provided entertainment for the program. In addition, students from several schools attended, filling the council chambers. The Mayor and other dignitaries praised our school system for the fine display of talent and work in the area of race relations.

Norma also organized a trip to Dresden and North Buxton for a bus load of students from Middle and Secondary Schools. The students learned about the Underground Railroad, visited "Uncle Tom's cabin" and the Elgin Settlement in North Buxton. The Black History Committee will continue to be active this year planning other opportunities for students.

RECOMMENDATION

That this report be received for information and future reports be presented not on an annual basis but as required.

Prepared by: Marian Avery, Human Resources Officer

THE BOARD OF EDUCATION FOR THE CITY OF HAMILTON
STAFFING REPORT - FULL TIME EQUIVALENT POSITIONS

DECEMBER 31ST ACTUALS										1996 ACTUALS					1997 ACTUALS					1997 BUDGET	
1991	1992	1993	1994	1995	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG					
Admin & Support Staff	496.21	461.16	458.16	444.96	419.76	397.85	397.85	397.85	399.45	399.45	399.45	400.05	400.15					400.15			
Co-ordinators/Consultants	55.67	51.00	50.00	37.00	25.50	20.50	20.50	20.50	20.50	20.50	20.50	20.50	20.50					20.50			
Teachers - Elementary	1,660.75	1,657.60	1,637.75	1,580.65	1,571.95	1,478.25	1,478.25	1,478.25	1,478.25	1,478.25	1,478.25	1,478.75	1,479.75					1,478.25			
Secondary - Composite	850.67	861.33	839.67	802.67	772.92	745.76	745.76	745.76	745.76	733.43	733.43	733.76	733.76					711.43			
- Vocational	107.67	100.67	87.00	70.00	61.00	62.33	62.33	62.33	62.33	57.67	57.67	58.00	58.00					57.67			
- Vanier	34.00	35.00	36.00	37.00	37.00	35.00	35.00	35.00	35.00	35.00	35.00	35.00	35.00					32.00			
Elementary DD	16.00	14.00	13.00	9.00	9.00	9.00	9.00	9.00	9.00	9.00	9.00	9.00	9.00					9.00			
Secondary DD	14.67	15.33	12.67	13.00	13.33	13.33	13.33	13.33	13.33	13.33	13.33	13.33	13.33					13.33			
Lunchroom - Elementary	118.50	82.86	85.25	65.32	39.00	39.00	39.00	39.00	39.00	39.00	39.00	39.00	39.00					39.00			
- Secondary	7.00	7.36	7.64	4.50	4.50	2.14	2.14	2.14	2.14	2.14	2.14	2.14	2.14					2.14			
- Vocational	2.00	2.00	1.71	1.07	0.89	0.36	0.36	0.36	0.36	0.36	0.36	0.36	0.36					0.36			
Bus Supervisors	16.71	15.86	17.14	16.86																	
Educational Assistants	223.50	250.50	232.17	232.67	233.17	240.50	243.50	243.50	243.50	243.50	243.50	243.50	243.50					253.50			
Lunchroom Assistants	6.56	7.12	4.12	2.70	2.14	2.14	2.14	2.14	2.14	2.14	2.14	2.14	2.14					2.14			
Citkrs/Maint/Whts/Asbestos	219.00	214.00	213.00	210.00	186.00	189.00	189.00	189.00	189.00	189.00	189.00	189.00	343.50					349.93			
Cleaners/Cooks	278.59	270.41	248.25	244.45	242.51	244.00	244.00	244.00	244.00	244.00	244.00	244.00	5.75					5.75			
Recoverable Tchrs/Other	41.75	40.05	36.55	38.15	38.90	38.50	38.50	41.50	41.50	42.50	42.50	42.50	42.50					41.50			
- Consultants	0.33																				
- Clerical		1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00					1.00			
- Educ Assist			4.33	4.33	4.33	4.00	4.00	4.00	4.00	4.00	5.00	5.00	5.00					4.00			
- Admin	0.50	0.50	0.50	1.00	1.00	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50					0.50			
Full Time Equiv. Positions	4,150.08	4,087.75	3,985.91	3,816.33	3,663.90	3,523.16	3,523.16	3,526.16	3,530.76	3,514.77	3,515.77	3,428.28	3,434.88					3,422.15			
Number Of Employees	4861	4,829	4,706	4,451	4,137	3,987	3,987	3,990	3,995	3,979	3,980	3,870	3,877					3,851			
Lunchroom Enrolment	16,618	17,432	18,003	18,707	18,707	18,707	18,707	18,707	18,707	18,707	18,707	18,707	18,707					18,707			
Enrolment - Elementary	*26,111	*26,387	*26,685	*27,084	*27,395	*27,588	27,590	27,582	27,484	27,448	27,447	27,466	27,463					**27,592			
- Sec Composite	*12,328	*13,001	*11,529	*12,158	*12,343	*11,866	11,711	11,403	10,984	11,094	10,926	10,743	10,574					**11,250			
- Sec Vocational	*950	*1,037	*771	*736	*729	*739	706	689	629	644	643	617	576					*660			
- Sec Vanier	*382	*465	*464	*480	*503	*467	466	462	443	441	432	432	427					**420			
- Elem D.D.	*89	*83	*82	*61	*66	*58	58	59	60	62	63	64	64					**55			
- Sec D.D.	*65	*84	*84	*95	*94	*104	104	103	104	103	102	103	103					**103			
- TOTAL	*39,925	*41,057	*39,615	*40,614	*41,130	*40,822	40,635	40,298	39,704	39,792	39,613	39,425	39,207					**40,080			

*September 30th Enrolments

**Projected Enrolments

Prepared by Human Resources - June 4, 1997

SECONDARY													
MONTH	Teaching Days	Personal Leave Days/Contract	Personal Reasons /Illness	Field Work /Co-Instr Activities	Conf. /Seminar /Meeting Outside System	Planning /Curriculum /In-Service /Meeting Inside System	In School Meeting	Feder-ation Matters	Other	1997 Total Days	1996 Total Days	1996 Total Expense	1997 Total Expense
JANUARY	17.0	9.0	339.5	1.0		2.5	1.0	7.5		351.5	224.0	78,416	35,196
FEBRUARY	20.0	11.7	349.5	17.0	7.0	11.0		2.0		386.5	364.0	68,132	27,440
MARCH	14.0	18.8	198.0	15.5	4.0	15.0		1.0		233.5	405.0	80,671	24,565
APRIL	22.0	15.7	379.0	30.0	11.5	18.0	0.5	3.0		442.0	760.0	19,528	41,530
MAY													
JUNE													
JULY													
AUGUST													
SEPTEMBER													
OCTOBER													
NOVEMBER													
DECEMBER													
TOTALS		55.2	1266.0	63.5	22.5	46.5	1.5	13.5		1413.5	1753.0	246,747	128,731
% Of Total			89.6	4.5	1.6	3.3	0.1	1.0					238,099

ELEMENTARY													
MONTH	Teaching Days	Personal Leave Days/Contract	Personal Reasons /Illness	Field Work /Co-Instr Activities	Conf. /Seminar /Meeting Outside System	Planning /Curriculum /In-Service /Meeting Inside System	In School Meeting	Feder-ation Matters	Other	1997 Total Days	1996 Total Days	1996 Total Expense	1997 Total Expense
JANUARY	20.0	37.7	1400.5	7.0	14.0	37.5	41.5	2.0		1502.5	1023.5	240,746	145,230
FEBRUARY	20.0	52.6	1797.0	26.5	23.0	138.0	58.0	12.5		2055.0	1745.0	321,119	208,713
MARCH	14.0	27.5	1105.0	4.5	11.0	33.0	43.5	4.5		1201.5	1345.5	223,841	112,635
APRIL	22.0	56.0	1764.0	16.0	22.5	89.0	84.0	7.0		1982.5	2268.5	277,129	168,843
MAY													
JUNE													
JULY													
AUGUST													
SEPTEMBER													
OCTOBER													
NOVEMBER													
DECEMBER													
TOTALS		173.8	6066.5	54.0	70.5	297.5	227.0	26.0		6741.5	6382.5	1,062,835	635,421
% Of Total			90.0	0.8	1.0	4.4	3.4	0.4					1,078,769

REPORT OF SUPPLY TEACHER USAGE - APRIL 30, 1997

SECONDARY & ELEMENTARY															
MONTH	Personal Leave Days/ Contract	Personal Reasons /Illness	Field Work /Co-Instr Activities	Conf. /Seminar /Meeting Outside System	Planning /Curriculum /In-Service /Meeting Inside System	In School Meeting	Feder- ation Matters	Other	1997 Total Days	1996 Total Days	1996 Total Expense	1997 \$ Expense	1997 Long Term Occasional	1997 Total Expense	1997 % Spent
JANUARY	46.7	1740.0	8.0	14.0	40.0	42.5	9.5		1854.0	1247.5	319,162	180,426	107,086	287,512	
FEBRUARY	64.3	2146.5	43.5	30.0	149.0	58.0	14.5		2441.5	2109.0	389,251	236,153	153,172	389,325	
MARCH	46.3	1303.0	20.0	15.0	48.0	43.5	5.5		1435.0	1750.5	304,512	137,200	109,885	247,085	
APRIL	71.7	2143.0	46.0	34.0	107.0	84.5	10.0		2424.5	3028.5	296,657	210,373	182,573	392,946	
MAY															
JUNE															
JULY															
AUGUST															
SEPTEMBER															
OCTOBER															
NOVEMBER															
DECEMBER															
TOTALS	229.0	7332.5	117.5	93.0	344.0	228.5	39.5		8155.0	8135.5	1,309,582	764,152	552,716	1,316,868	46.2
% Of Total		89.9	1.4	1.1	4.2	2.8	0.5								

1997 BUDGET
\$2,850,000

Education Centre
100 Main Street West
Hamilton, Ontario
1997 06 12

To The Chairman and Members
Personnel and Organization Committee
Hamilton Board of Education

Ladies and Gentlemen:

ELEMENTARY/SECONDARY

I have the honour to present the following recommendations for your approval:

1. PROBATIONARY STAFF APPOINTMENTS

(a) That Margaret Youmans (S), be appointed to the Probationary Staff, effective 1996 09 01 (.16), with salary according to the salary schedule.

Replacement

2. PERMANENT STAFF APPOINTMENTS - Nil

3. PROMOTIONS

(a) (i) That Kenneth Griffith (E), Elementary School Vice-Principal, be appointed to the position of Acting Principal of an Elementary School, effective 1997 09 01, with salary according to the salary schedule.

Replacement

(ii) That the following teachers be appointed to the positions stated, effective 1997 09 01, with salary according to the salary schedule:

Tracey Austin (S), Assistant Head of Department (English)
Edward Aylan-Parker (S), Assistant Head of Department (Guidance)
Wanda Bielak Montemurro (S), Head of Department (History)
James Braun (S), Head of Department (Science)
William Campure (S), Assistant Head of Department (Science)
Carrie Collins (S), Head of Department (English)
Bruce Cooke (S), Assistant Head of Department (English)
Silvia D'Agruma (S), Head of Department (Visual Arts)
Brian Greig (S), Assistant Head of Department (Business Education)
Randall Gallant (S), Head of Department (Male Physical and Health Education)
Kenneth Hayashi (S), Head of Department (Guidance)
Frank Huskins (S), Head of Department (History)
Janice Kovar (S), Head of Department (Visual Arts)
Victoria Kudrenski (S), Assistant Head of Department (Mathematics)
Mary McGugan Lane (S), Head of Department (Vocational)
Reece Morgan (S), Assistant Head of Department (Technological Studies)
Patricia Ormerod (S), Assistant Head of Department (Business Education)
Allan Ridley (S), Assistant Head of Department (Technological Studies)

Victor Riman (S), Head of Department (Guidance)
Kristine Stasiulis (S), Head of Department (Business Education)
Glenn Stewart (S), Head of Department (History)
Michelle Visca (S), Head of Department (Business Education)
Paul Vukosa (S), Assistant Head of Department (Technological Studies)
Evelyn Wilkie (S), Head of Department (History)
Margaret Young (S), Head of Department (English)

Replacements

4. INTERNAL APPOINTMENTS - Nil

5. TIMETABLE CHANGES

(b) That the timetable of Leslie Walberg-Hegan, School Social Worker (Professional Student Services Personnel) be increased from .5 to .8, effective 1997 05 26.

6. RETIREMENTS

(a) (i) That the resignation of Christine McCulloch, Secondary School Vice-Principal, for the purpose of retirement, effective 1997 04 04, be accepted with regret and the Board's gratuity be paid.

(ii) That the resignation of the following teachers, for the purpose of retirement, effective as shown, be accepted with regret.

Marjorie Cooke (E), 1997 06 30
Barbara Tweedie (E), 1997 07 31

(iii) That the effective date of the resignation for the purpose of retirement of Joyce Johnston (E), approved at a previous meeting, be changed to 1997 09 30.

7. LEAVING EMPLOYMENT

(a) That the date 1997 08 31, for the following staff to leave the employment of the Board be approved:

Brian Bradley (S)
Barbara A. K. McIlveen (S)

(b) That the following staff leave the employ of the Board, effective as shown:

Anne Chaffee, Probationary Psychoeducational Consultant (Professional Student Services Personnel),
1997 06 30

8. LEAVES

Leave of Absence

(a) That the requests of the following teachers for a Leave of Absence, effective as shown, be granted:

Alayne Allan (E), 1997 09 29 to 1998 04 03
Margaret Corr (E), 1997 06 23 to 1998 02 20
Sandra Dowhan-Santinon (E), 1997 09 15 to 1998 03 20
Susan Dunlop (E), 1997 09 01 to 1998 08 31
Lorraine Finlayson (E), 1997 07 14 to 1998 01 02
Cynthia Grau (E), 1997 09 22 to 1998 01 16
Shirley Gunby (E), 1997 05 30

Anna Gusenbauer (E), 1997 09 01 to 1997 12 31
 Lois Haslett (E), 1997 09 01 to 1998 08 31
 Gary Hewitt (E), 1997 09 01 to 1998 08 31
 Mary McDiarmid Campbell (E), 1997 08 25 to 1998 02 27
 Cynthia Philip (E), 1997 07 24 to 1997 11 21
 Maria Marazia-Rosati (E), 1997 09 01 to 1997 12 31
 Fiona Valiquette (E), 1997 07 29 to 1998 03 30
 Anne-Marie Wilson (S), 1997 09 01 to 1998 08 31

(b) (i) That the request of Stacey Avery-Raposo, Educational Assistant (Educational and Lunchroom Assistant Staff) for a Leave of Absence, effective 1997 06 02 to 1997 12 05, be granted.

(ii) That the request of Deborah Turner (Secretary, Clerical and Technical Staff) for a Leave of Absence, effective 1997 05 06 to 2001 01 06, be granted.

Leave of Absence - Date Change

(a) That dates of the Leave of Absence granted to Mary Elliott (E) at a previous meeting, be changed to 1997 04 28 to 1997 10 31.

Leave of Absence - "Four Over Five"

(a) That the requests of the following teachers for Leaves of Absence under the Salary Holdback Plan ("Four Over Five") according to the Collective Agreement, effective as shown, be granted:

- (i) That approval be granted for the request of Wendy Cole Ferroni for a Leave of Absence under the Salary Holdback Plan ("Four Over Five Plan") under the Secondary Collective Agreement for the second semester of the 1999-2000 school year.
- (ii) That approval be granted for the request of Dusan Ivancevic for a one year Leave of Absence under the Salary Holdback Plan ("Four Over Five") of the Secondary Collective Agreement for the 2000-2001 school year.
- (iii) That approval be granted for the request of Anne North for a Leave of Absence under the Salary Holdback Plan ("Four Over Five Plan") under the Elementary Collective Agreement from September 1, 2000 to June 30, 2001.
- (iv) That approval be granted for the request of Carol Oliver for a one year Leave of Absence under the Salary Holdback Plan ("Four Over Five") of the Elementary Collective Agreement for the 2001-2002 school year.
- (v) That approval be granted for the request of Carol Palombella for a one year Leave of Absence under the Salary Holdback Plan ("Four Over Five") of the Elementary Collective Agreement for the 2001-2002 school year.
- (vi) That approval be granted for the request of Kim Peake for a one year Leave of Absence under the Salary Holdback Plan ("Four Over Five") of the Elementary Collective Agreement for the 2001-2002 school year.
- (vii) That the request of John Kirkland for a one year Leave of Absence under the Salary Holdback Plan ("Four Over Five") of the Secondary Collective Agreement be amended to read from September, 1998 to August 31, 1999.

- (viii) That the Leave of Absence under the Salary Holdback Plan ("Four Over Five Plan") granted to Alan Boyd be rescinded.
- (ix) That the Leave of Absence under the Salary Holdback Plan ("Four Over Five Plan") granted to Anna Guesbauer be rescinded.
- (x) That the Leave of Absence under the Salary Holdback Plan ("Four Over Five Plan") granted to Errol Hannibal be rescinded.
- (xi) That the Leave of Absence under the Salary Holdback Plan ("Four Over Five Plan") granted to Rick Hart be rescinded.
- (xii) That the Leave of Absence under the Salary Holdback Plan ("Four Over Five Plan") granted to Mary Rinas-Smyth be rescinded.

Leave Extension

(a) That the requests of the following teachers for an extension of their Leave of Absence, effective as shown, be granted:

Charlene Durritt (E), 1997 09 01
Marina Intson (E), 1997 09 01 to 1997 12 31
Patti McMaster (E), 1997 09 09 to 1998 08 31
Joyce Whittle (E), 1997 09 01 to 1998 08 31

Return from Leave of Absence

(a) That the following teachers be returned from a Leave of Absence, effective as shown:

Mary Legacy (S), 1997 05 01
Katherine M. Preston (E), 1997 06 16
Lynsey Sober (S), 1997 05 19
Patricia Taylor (E), 1997 09 01

(b) That the following staff be returned from a Leave of Absence, effective as shown:

Daniel Horne, (Educational Assistant, Educational and Lunchroom Assistant Staff), 1997 05 26
Lynn H. Hicks, (Speech/Language Pathologist, Professional Student Services Personnel), 1998 06 30 (.6)

9. OTHERS - Nil

Respectfully submitted

Richard W. Binns
Superintendent of Human Resources

DATE: 1997-06-12

To: The Chairman and Members
Personnel and Organization Committee

FROM: R. W. Binns
Superintendent of Human Resources

PREPARED BY: Halina Sims
Co-ordinator of Teacher Staffing

Subject: Report of the Principal/Vice-Principal Promotion Process Review
Committee

REPORT: Information/Decision

BACKGROUND

This Committee was re-instated following a Board motion adopted on 1996-02-08: "That the Principal and Vice-Principal selection process continue to be monitored and updated by the reconstituted Review Committee which now includes Trustee representation, and that annual reports be made to the Personnel and Organization Committee".

The Principal/Vice-Principal Promotion Process Review Committee was initiated and membership included representatives from the three Federations (OSSTF, FWTAO, OPS), elementary and secondary principals, School Council, Home and School, Trustees, and Human Resources Services.

Since January 1997 nine meetings have been held on the following dates: January 20, February 26, March 18, March 26, April 8, April 28, May 6 and May 28.

The committee reviewed the concerns listed in Appendix II of the "Items Referred to the Review Committee for Principals and Vice-Principals for Consideration".

(Appendix A)

As well, the Committee reviewed the recommendations presented for consideration from the Selection Committee, 1996-06-24 following the Spring '96 promotion process.

(Appendix B)

Identified concerns and recommendations were prioritized and timelined.

(Appendix C)

Agendas were developed to discuss each item and decisions were determined

(Appendix D)

ISSUE

To provide trustees with a summary report of the Committee's work to date.

RECOMMENDATION

- 1.) That the changes and refinements to the promotion process, as recommended by the Principal/Vice-Principal Promotion Process Review Committee, be received for information (**Appendix D**).
- 2.) That the Principal/Vice-Principal process continue to be monitored and updated by the Principal/Vice-Principal Promotion Process Review Committee, and that annual reports be made to the Personnel and Organization Committee.
- 3.) That the membership changes to the present Selection Committee from Director or Designate, Superintendent of Schools, two principals (one from each panel), one Trustee, and one parent, to, two Trustees, two community representatives (Home and School and School Council), and two principals (one from each panel), be approved.

RATIONALE

- Recommendations for changes are intended to make the promotion process for Principals and Vice-Principals as objective and consistent as possible and transparent to all.
- Candidates, evaluators and staff in general must have a vehicle for relaying concerns about the promotion process. The continuance of the Principal/Vice-Principal Promotion Process Review Committee would ensure that concerns would be addressed.
- It was felt that the Independent Validation Committee membership should be drawn from those not actively engaged in the process of selection of candidates.

APPENDIX "A"**ITEMS REFERRED TO THE REVIEW COMMITTEE FOR VICE-
PRINCIPALS AND PRINCIPALS FOR CONSIDERATION**

- Consider reasons for lack of interest from prospective candidates from the system.
- Establish a teacher leadership plan linked to the Performance Appraisal System.
 - ◆ *should be included in the candidate's records and centrally filed.*
- Once admitted candidates should go through whole process.
- Include Staff Observation Inventory component from Principal selection process for Vice-Principal candidates as well.
 - ◆ *consideration of leadership abilities of teachers, e.g. achievements in a variety of situations.*
- Targeted competencies for Principals be grouped into the following four areas:

Program Leadership Ability Managerial Skills Personal Skills
--

- ◆ *minimum competency levels be developed for each of the four areas.*
- Include reference letters/evaluation reports in materials presented to the Selection Committee.
- Work and community experiences outside the Board should be given more weight.
- Interview Committee consists of Director or designate, 2 Superintendents, 2 Trustees and 1 community member.
 - ◆ *representatives from Federations and Race Relations Committee monitor the interview process.*
 - ◆ *one member of the Interview Committee also be a member of the Selection Committee.*

APPENDIX "B"**SELECTION COMMITTEE GROUP - RECOMMENDATIONS**

1. That the role of the Review Committee be clarified.
2. That the role and specific functions of the current Selection Committee be clearly delineated.
3. That the titles of the two committees, Review and Selection, be re-examined to reduce confusion and clearly identify their essential role. (e.g. Selection becomes Monitoring).
4. That the membership of the "Selection" Committee be reviewed to reflect its clarified role.
5. That an orientation component for new committee members be an integral part of each committee's process.
6. That wherever possible the cumulative scores at all levels of the process be presented without the identification of the candidates.
7. That a visual summary of the promotion process, principal and vice-principal, be created and shared with trustees and others as appropriate.
8. That prior to entering the V.P. process, as part of the superintendent's responsibility, there is assurance that a "recent" evaluation conducted in accordance with the Board's P.A.S. policy has been completed indicating superior performance.
9. That all candidates be prepared to share a summary of previous growth/leadership plans with the Superintendents of Schools.
10. That the Review Committee continue to explore ways to receive input from staff and community regarding the preparedness of candidates for these positions.
11. That ground rules for marking the Experience and Qualifications be established: e.g. the full committee marks each candidate.
12. That the Qualifications and Experience documents be re-examined: for clarity, to avoid duplication, to consider the "recency" of the experience, to ensure consistency and fairness and to establish the quality of the leadership experiences identified by providing supporting documentation.
13. That the number of staff members surveyed through the Staff Observation process be re-examined to ensure that issues of bias are appropriately addressed.
14. That the entry plan continues to be an integral part of the interview process.
15. That the interview teams continue to receive training through mandated pre-interview planning meetings.

16. That the trustee representatives for the interview teams be identified sufficiently in advance of the interviews to ensure full participation in all in-service and planning meetings.
17. That the Selection Committee be invited to observe at the Assessment Centre.
18.
 - (a) *That the Review Committee, in its report to the trustees, identify the factors that will determine the need to initiate the promotion process.*
 - (b) *That the Human Resources Services, using these factors, determine when to initiate the process and so advise the Board.*
19. That Standards be considered, within the panels to guide decision-making at the key decision points within the two processes.
20.
 - (a) *That the Review Committee determine if there are indicators within the process that consistently identify successful candidates.*
 - (b) *That should there be no such determinant, applications be received from both external and internal candidates for the vice-principal and principal process (not supported by H.P.A.)*

1. The first part of the report deals with the general situation of the country. It is a very interesting and informative study of the country's development and progress. The author has done a great deal of research and has gathered a wealth of material. The report is well written and is easy to read. It is a valuable contribution to the study of the country's development.

2. The second part of the report deals with the economic situation of the country. It is a very interesting and informative study of the country's economic development and progress. The author has done a great deal of research and has gathered a wealth of material. The report is well written and is easy to read. It is a valuable contribution to the study of the country's economic development.

3. The third part of the report deals with the social situation of the country. It is a very interesting and informative study of the country's social development and progress. The author has done a great deal of research and has gathered a wealth of material. The report is well written and is easy to read. It is a valuable contribution to the study of the country's social development.

4. The fourth part of the report deals with the political situation of the country. It is a very interesting and informative study of the country's political development and progress. The author has done a great deal of research and has gathered a wealth of material. The report is well written and is easy to read. It is a valuable contribution to the study of the country's political development.

5. The fifth part of the report deals with the cultural situation of the country. It is a very interesting and informative study of the country's cultural development and progress. The author has done a great deal of research and has gathered a wealth of material. The report is well written and is easy to read. It is a valuable contribution to the study of the country's cultural development.

6. The sixth part of the report deals with the environmental situation of the country. It is a very interesting and informative study of the country's environmental development and progress. The author has done a great deal of research and has gathered a wealth of material. The report is well written and is easy to read. It is a valuable contribution to the study of the country's environmental development.

7. The seventh part of the report deals with the international situation of the country. It is a very interesting and informative study of the country's international development and progress. The author has done a great deal of research and has gathered a wealth of material. The report is well written and is easy to read. It is a valuable contribution to the study of the country's international development.

8. The eighth part of the report deals with the future of the country. It is a very interesting and informative study of the country's future development and progress. The author has done a great deal of research and has gathered a wealth of material. The report is well written and is easy to read. It is a valuable contribution to the study of the country's future development.

9. The ninth part of the report deals with the conclusion of the study. It is a very interesting and informative study of the country's development and progress. The author has done a great deal of research and has gathered a wealth of material. The report is well written and is easy to read. It is a valuable contribution to the study of the country's development.

10. The tenth part of the report deals with the bibliography of the study. It is a very interesting and informative study of the country's development and progress. The author has done a great deal of research and has gathered a wealth of material. The report is well written and is easy to read. It is a valuable contribution to the study of the country's development.

APPENDIX "C"**TIMELINES FOR IDENTIFIED CONCERNS AND RECOMMENDATIONS****IMMEDIATE ACTION**

- Leadership Plan established - *Performance Appraisal System*
- Reference letters
- Selection Committee - membership
- Review of Qualification and Experience summaries
- Weighting given to work in community
- Scoring of Qualification and Experience summaries
- Purpose of entry plan in process
- In-service of Interview Committee

SPRING '97

- Process for including Leadership Plan in future process
- Visual summary of Promotion Process
- Candidates participation in whole process
- Analysis of previous scores to determine minimum or optimum standards
- Selection Committee - Role & Specific function
- Clarify role of Review Committee

FALL '97

- Interview committee membership
- Review of Staff Observation Inventory and process
- Applicants evaluation of process 1997

LONG TERM

- Lack of candidates
- Minimum competencies - less than current 12
- Impact of amalgamation of Hamilton and Wentworth Boards on promotion process

APPENDIX "D"**PROMOTION PROCESS - CHANGES AND REFINEMENTS**

LEADERSHIP PLAN

- Applicants must be engaged in a Leadership Plan at the time of application.
- A validation form must be signed by the applicant's Principal to confirm the Leadership Plan is in place.
- A question on the candidate's Leadership Plan would be a part of the personal interview.

REFERENCES

- Reference letters will not be considered as part of the applicants submissions.

ENTRY PLAN

- The Entry Plan shall continue to be a part of the personal interview.

QUALIFICATIONS AND EXPERIENCE SUMMARIES

- No activity or experience prior to 10 years can be included.
- An activity or experience can only be listed once.
- Experience and Qualifications summaries were revised to include location and dates of experiences related to Positions of Added Responsibility.
- Educational Involvement - Voluntary Leadership Roles was redesigned into a matrix format, which provided consistency in recording and scoring of experiences.
- Outcomes of activity in "Leadership Roles" were evaluated on their educational impact.
- Community Leadership was given equal weighting with the other categories in the Educational Involvement summary.

SELECTION COMMITTEE

- That the Selection Committee role be to:
 - ☒ *score the qualifications and experience submissions*
 - ☒ *monitor the process at all stages to ensure fairness and transparency of the process*
 - ☒ *make recommendations to the Process Review Committee on behalf of Senior Management and the Board*
- That the Selection Committee's title be changed to the Independent Validation Committee to better reflect their role.

INTERVIEW TEAM

- An interview in-service be developed to cover all interview skills.
- Interview teams be established in advance (October) for the school year. In-service be provided to the interview team at the time of appointment to the team.
- In-service be mandatory for all members of the interview team.

VISUAL SUMMARY (*Appendix E*)

- A one page summary of the promotion process for the Principal and Vice-Principals was developed and shared with Principals for use with School Councils and Home and School committees.

PROMOTION PROCESS

- The promotion process is to be for the purpose of identifying candidates for leadership in the Hamilton system.
- The number of candidates eligible for promotion would be determined by a standard score regardless of the number of vacancies.
- Once a candidate enters the promotion process they will proceed until they have completed the Assessment Centre portion. Cumulative scores would be reported to candidates and they would be able to withdraw at any point in the process.

and the following information is being furnished to you:

1. The following information is being furnished to you for your information only and is not to be used for any other purpose.

2. The following information is being furnished to you for your information only and is not to be used for any other purpose.

ADMINISTRATIVE INFORMATION

3. The following information is being furnished to you for your information only and is not to be used for any other purpose.

ADMINISTRATIVE INFORMATION

4. The following information is being furnished to you for your information only and is not to be used for any other purpose.

5. The following information is being furnished to you for your information only and is not to be used for any other purpose.

6. The following information is being furnished to you for your information only and is not to be used for any other purpose.

7. The following information is being furnished to you for your information only and is not to be used for any other purpose.

8. The following information is being furnished to you for your information only and is not to be used for any other purpose.

9. The following information is being furnished to you for your information only and is not to be used for any other purpose.

10. The following information is being furnished to you for your information only and is not to be used for any other purpose.

11. The following information is being furnished to you for your information only and is not to be used for any other purpose.

12. The following information is being furnished to you for your information only and is not to be used for any other purpose.

13. The following information is being furnished to you for your information only and is not to be used for any other purpose.

14. The following information is being furnished to you for your information only and is not to be used for any other purpose.

15. The following information is being furnished to you for your information only and is not to be used for any other purpose.

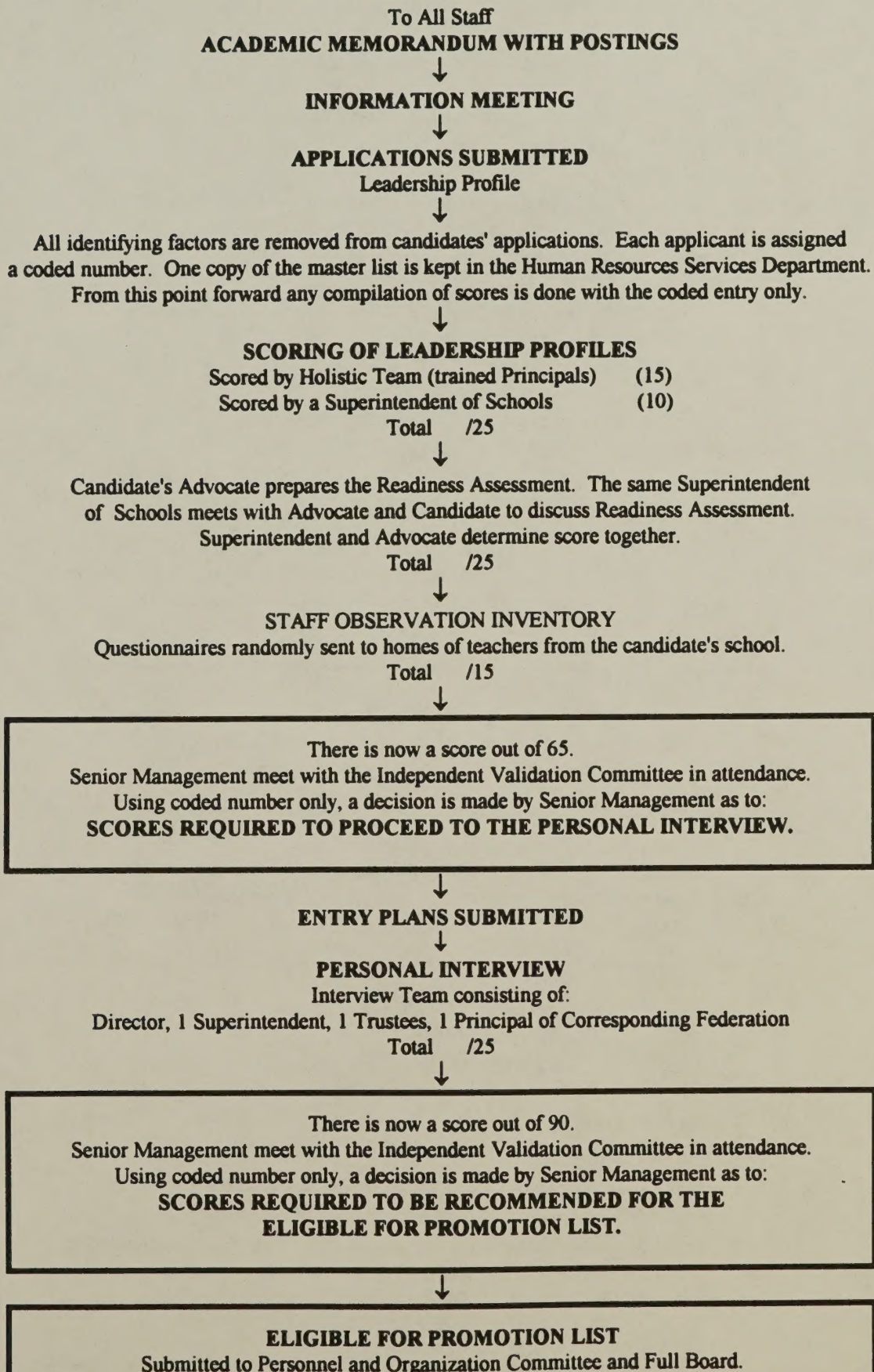
16. The following information is being furnished to you for your information only and is not to be used for any other purpose.

17. The following information is being furnished to you for your information only and is not to be used for any other purpose.

18. The following information is being furnished to you for your information only and is not to be used for any other purpose.

19. The following information is being furnished to you for your information only and is not to be used for any other purpose.

20. The following information is being furnished to you for your information only and is not to be used for any other purpose.

PRINCIPAL PROCESS**APPENDIX "E"**

VICE-PRINCIPAL PROCESS

To All Staff

ACADEMIC MEMORANDUM WITH POSTINGS**INFORMATION MEETING****APPLICATIONS SUBMITTED**

Experience & Qualifications, Leadership Profile



All identifying factors are removed from candidates' applications. Each applicant is assigned a coded number. One copy of the master list is kept in the Human Resources Services Department. From this point forward any compilation of scores is done with the coded entry only.

**SCORING OF EXPERIENCE & QUALIFICATIONS**

Each form identified by coded number only.

Scored by Independent Validation Committee

Total /25

**SCORING OF LEADERSHIP PROFILES**

Scored by Holistic Team (trained Principals) (15)

Scored by a Superintendent of Schools (10)

Total /25



There is now a score out of 50.

Senior Management meet with the Independent Validation Committee in attendance.

Using coded number only, a decision is made by Senior Management as to:

SCORES REQUIRED TO PROCEED TO THE ASSESSMENT CENTRE.**ASSESSMENT CENTRE**

Scored by a series of four teams, one for each area of assessment.

(Budget, In-Basket, Classroom Evaluation, Program Leadership) Total /25



There is now a score out of 75.

Senior Management meet with the Independent Validation Committee in attendance.

Using coded number only, a decision is made by Senior Management as to:

SCORES REQUIRED TO PROCEED TO THE PERSONAL INTERVIEW.**ENTRY PLANS SUBMITTED****PERSONAL INTERVIEW**

Interview Team consisting of:

Director, 1 Superintendent, 1 Trustees, 2 Principals of Corresponding Federation

Total /25



There is now a score out of 100.

Senior Management meet with the Independent Validation Committee in attendance.

Using coded number only, a decision is made by Senior Management as to:

**SCORES REQUIRED TO BE RECOMMENDED FOR THE
ELIGIBLE FOR PROMOTION LIST.****ELIGIBLE FOR PROMOTION LIST**

Submitted to Personnel and Organization Committee and Full Board.

URBAN/MUNICIPAL
CA4 ON HBL W26
A36
1997

AGENDA

SPECIAL MEETING OF THE

PERSONNEL & ORGANIZATION COMMITTEE

URBAN MUNICIPAL

1997 08 26

SEP 2 1997

GOVERNMENT DOCUMENTS

GENERAL

BUSINESS ARISING FROM THE MINUTES:

URBAN MUNICIPAL

1. Report re Appointment of Interim Financial Officer and Treasurer
[to be deferred to the September meeting]

SEP 2 1997

NEW BUSINESS:

GOVERNMENT DOCUMENTS

1. Recommendations of the Superintendent of Human Resources

ELEMENTARY/SECONDARY

NEW BUSINESS:

1. Recommendations of the Superintendent of Human Resources

RECEIVED 1960

RECEIVED 1960

RECEIVED 1960

RECEIVED 1960

Education Centre
100 Main Street West
Hamilton, Ontario
1997 08 26

To The Chairman and Members
Personnel and Organization Committee
Hamilton Board of Education

Ladies and Gentlemen:

GENERAL

I have the honour to present the following recommendations for your approval:

1. **PROBATIONARY STAFF APPOINTMENTS** - Nil

2. **PERMANENT STAFF APPOINTMENTS** - Nil

3. **PROMOTIONS** - Nil

4. **INTERNAL APPOINTMENTS** - Nil

5. **TIMETABLE CHANGES** - Nil

6. **RETIREMENTS** - Nil

7. **LEAVING EMPLOYMENT**

(a) That the dates for the following Clerical & Technical Staff to leave the employ of the Board be approved:

Marie Brown, 1997 06 29

Lynn Henschel, 1997 08 30

Valerie Jess, 1997 06 28

Karen Nowicki, 1997 06 29

Neelam Sanduja, 1997 08 30

Beverley Wilson (Receptionist, Clerical & Technical Staff), 1997 08 25

8. **LEAVES**

Leave of Absence

(a) That the request of Lara Musytschuk, Assistant Caretaker (Caretaking & Maintenance Staff), for a Leave of Absence, effective 1997 06 30 to 1998 01 02, be granted.

Leave Extension

(a) That the requests of the following staff, for an extension of their Leaves of Absence, effective as shown, be granted:

Karen Chaikoff (Co-ordinator, Research Services, Clerical & Technical Staff), 1997 07 09 to 1999 07 09

Lois Morin (Secretary, Clerical & Technical Staff), 1997 07 01 to 1998 06 30

Beverley Wilson (Receptionist, Clerical & Technical Staff), 1997 07 21 to 1997 08 22

Secondment

(ii) That the request of the Hamilton-Wentworth Industry Education Council for the extension of the secondment of James O'Connor (S), effective 1997 09 01 to 1998 08 31, to serve as Executive Director, be approved.

Return from Leave of Absence

(a) That the following staff be returned from a Leave of Absence, effective as shown:

Casey Denton, (Senior Accounting Analyst, Clerical & Technical Staff), 1997 06 02

Karyn Hogan (Research Librarian, Clerical & Technical Staff), 1997 07 02

9. OTHERS

(a) We regret to announce the death of Noreen Buxton, Science Technician (Clerical & Technical Staff) on 1997 07 22.

Respectfully submitted

Richard W. Binns

Superintendent of Human Resources

/dk

Education Centre
100 Main Street West
Hamilton, Ontario
1997 08 26

To The Chairman and Members
Personnel and Organization Committee
Hamilton Board of Education

Ladies and Gentlemen:

ELEMENTARY/SECONDARY

I have the honour to present the following recommendations for your approval:

1. PROBATIONARY STAFF APPOINTMENTS

(a) (i) That the following teachers be re-appointed to the Probationary Staff, effective 1997 09 01, with salary according to the salary schedule:

Colleen Blacklock (E)
Maureen Eitel (E), .5
Elizabeth McQueen (E)
Cheryl Mitchell (E)

Replacements

(ii) That the following teachers be appointed to the Probationary Staff, effective 1997 09 01, with salary according to the salary schedule:

Sharon Bowler (E)
Paul Brankovic (S) 5/6 (3/3 Sem. 1, 2/3 Sem. 2)
Cheryl Bylholt (S)
Joanna Cascioli (E)
Paul Cheeseman (S)
Kelly Church (E)
Gail Cipriani (S), 3/6 (F.T. Sem. 1 only)
Lee Davis (S)
Laura Dowling (S), 3/6 (F.T. Sem. 1 only)
William Gemmill (E), .5
Krista Gugenberger (E)
Patricia Jeffrey (S), 3/6 (F.T. Sem. 1 only)
Tom Keopapant (S)
Peter Kraayvanger (S)
Christopher Lane (S), 3/6 (F.T. Sem. 1 only)
Catherine Lemmond (E)
Lynn Lewis (S), .5
Kristen Loeffen (S)
Emily MacDonald (E)
Geeta Malhotra (S)
Alice Mendelsohn (E)
Sandra Mitchell (S), 1/6 (1/3 Sem. 1 only)

Robert Moulton (S), 5/6 (2/3 Sem. 1, 3/3 Sem. 2)

Janice Nutter (S)

D. Craig Ramsden (S)

Ronald Teufel (S)

Connie Wilson-McLellan (E)

Filomena Wyatt (S), 3/6 (F.T. Sem. 1 only)

1 - New Position - Ministry Funded

27 - Replacements

(iii) That the contract of Henry Wrona (S), be transferred from a Term Probationary Contract to a Probationary Contract, effective 1997 09 01.

Replacement

2. PERMANENT STAFF APPOINTMENTS

(a) That the following teachers be transferred to the Permanent Staff, effective 1997 09 01, with salary according to the salary schedule.

Katherine Black (E)

Stewart Cameron (E)

Suzanne Contant (E)

Joan DiBerardo (S)

Kelly Hayes (E)

Christopher Heron (S)

Andrea Kay (E)

Janice Morrissey (E)

Mark Moses (E)

Michael Popek (E)

Cheryl Rowatt (S)

Mark Sabourin (E)

Timothy White (E)

3. PROMOTIONS

(a) (i) That Susan Ward (E) be appointed to the position of Acting Vice-Principal of an Elementary School, effective 1997 09 01, with salary according to the salary schedule.

Replacement

(ii) That the Mary Johnson (E) be appointed to the temporary position of Principal of an Elementary School, on an interim basis, effective 1997 09 01 with salary according to the salary schedule.

Replacement

(iii) That the following teachers be appointed to the temporary position of Vice-Principal of an Elementary School, on an interim basis, effective 1997 09 01, with salary according to the salary schedule:

Diane Aitken (E)

Jean Petruszkiewicz (E)

Catherine Scott (E)

Replacements

4. INTERNAL APPOINTMENTS - Nil

5. TIMETABLE CHANGES

(a) That the timetable changes be approved, effective 1997 09 01, with salary according to the salary schedule:

Suzanne Artt (E), .7 to .8
 Patricia Bromwich (E), .5 to 1.0
 Theresa Cardey (E), .7 to 1.0
 Linda Charko (E), .5 to 1.0
 Philip Conklin (E), .5 to .6
 Lynn Coulson-Hallas (E), .6 to 1.0
 Beverley D'Angelo (E), .7 to 1.0
 Maureen Eitel (E), .5 to 1.0, 1997 09 01 to 1997 10 31
 Frances Elliot (E), .5 to 1.0
 Laurie Gregory (E), .5 to 1.0
 Sandra Hanlon (E), .8 to 1.0
 Audrey Hensen (E), .5 to .9
 Donna Hudzieczko (E) .8 to 1.0
 Kim Hutt-Taylor (S), 3/6 to 4/6 (2/3 Sem. 1 and 2)
 Rita Knapp (E), .7 to 1.0
 Beverley Lasky (E), .8 to 1.0
 Alfreda LeDonne (E), .5 to 1.0
 Wendy Martin (E), .3 to .5
 Karen McPhee (E), .9 to 1.0
 Anita Mohar (E), .7 to 1.0
 Tanya Moore (E), .7 to 1.0
 David O'Connor (E), .8 to 1.0
 Sharon Paterson (E), .5 to 1.0
 Owen Redden (S), 2/6 to 6/6
 Diane Ridos (E), .5 to 1.0
 E. Merike Rutten (S), 5/6 to 6/6
 Carol Simpson (E), .5 to 1.0
 Joanne Sinclair (S), 3/6 to 4/6 (2/3 Sem. 1 and 2)
 Catherine Webster (E), .5 to .7
 Margaret Youmans (S), 2/6 to 3/6 (Full Time Sem. 1 only)
 Ouhida Zaimi (S), 4/6 to 5/6 (2/3 Sem. 1, 3/3 Sem. 2)

6. RETIREMENTS

(a) (i) That the resignations of the following teachers, for the purpose of retirement, effective 1997 06 30, be accepted with regret:

David Andrus (S)
 Sheila Babb (S)

(ii) That the resignation (Leaving Employment) of Barbara McIlveen (S) effective 1997 08 31, approved at the June Meeting, be changed to resignation for the purpose of retirement, effective 1997 06 30.

7. LEAVING EMPLOYMENT

(a) That the date, 1997 08 31, of the following teachers to leave the employment of the Board, be approved:

Dee Maharajh (E)
Edmund Stavnitzky (S)
Michael Stock (E)

8. LEAVES

Leave of Absence

(a) That the requests of the following teachers for a Leave of Absence, effective as shown, be granted:

Andrea Bradshaw (E), 1997 07 21 to 1997 11 14
Marilyn Brown (S), 1997 09 01 to 1998 08 31
Laura Di Matteo (E), 1997 10 20 to 1998 06 19
Darlene DiSalvia (E), 1997 09 01 to 1998 02 27
Alisa Greve (E), 1997 07 24 to 1998 02 24
Audrey Hensen (E), 1997 06 19 to 1997 10 15
Andrea Kay (E), 1997 09 15 to 1998 03 27
Nancy Kogler (E), 1997 09 22 to 1998 03 31
Janet MacLeod (S), 1997 09 22 to 1998 03 30 Anne Pittis (E), 1997 09 01 to 1997 12 31

(b) That the request of Carolyn Konrad (Secretary, Clerical & Technical Staff), for a Leave of Absence, effective 1997 07 24 to 1998 07 23, be granted.

Leave of Absence - Date Change

(a) That the dates of the Leaves of Absence granted to the following teachers at previous meetings, be changed as shown:

Lynda Ball (E), 1997 10 06
Marilyn Banci (E), 1997 09 01 to 1998 06 30
Anita Dunn (E), 1997 05 26 to 1997 11 28
Margaret Leitch (Corr) (E), 1997 06 16 to 1998 02 13
Fiona Valiquette (E), 1997 06 23 to 1998 02 20

Leave Extension

(a) That the requests of the following teachers for an extension of their Leaves of Absence, effective 1997 09 01 to 1998 08 31, be granted:

Natalie Bastow (E)
Kawong Chung-Shipman (E)
Barbar Moskoluk (E), 1997 09 01 to 1998 08 31
Richard Piet (S)

Reduced Workload Leaves

(a) (i) That the request of the following teachers for Reduced Workload Leaves of Absence, effective 1997 09 01 to 1998 08 31, be granted:

Josee Bergeron-Scibetta (E), 1.0 to .5
Lisa Bingleman (E), 1.0 to .5
Lori Bourassa (S), 6/6 to 5/6 (3/3 Sem. 1, 2/3 Sem. 2)
Rita Corsini (S), .7 to .5
Angelo Costanzo (S), 6/6 to 4/6 (2/3 Sem. 1 and 2)
Suzanne Costa-Popovich (E), 1.0 to .5
Diane Durney (S), 6/6 to 5/6 (3/3 Sem. 1, 2/3 Sem. 2)

Jane Fletcher (E), 1.0 to .5
 David Jeffrey (E), 1.0 to .5
 Sandra Levy (E), .7 to .5
 Wendy Reeson (E), 1.0 to .5
 Barbara Russell Morse (S), 6/6 to 5/6 (2/3 Sem. 1, 3/3 Sem. 2)
 Adele Schiedel (S), 6/6 to 5/6 (3/3 Sem. 1, 2/3 Sem. 2)

(ii) That the requests of the following teachers for an extension of their Reduced Workload Leaves of Absence, effective 1997 09 01 to 1998 08 31, be granted:

Alayne Allan (E), 1.0 to .5
 Deborah Allan (E), 1.0 to .5
 June Baxter (E), .7 to .5
 Tammy Biggs (S), 6/6 to 4/6 (2/3 Sem. 1 and 2)
 Louise Booth (E), 1.0 to .5
 Virginia Brisbin (S), 5/6 to 4/6 (2/3 Sem. 1 and 2)
 Lisa Borkovich (S), 6/6 to 4/6 (2/3 Sem. 1 and 2)
 Julie Capretta (E), 1.0 to .5
 Linda Chenoweth (E), 1.0 to .6
 Lesley Chiasson (E), 1.0 to .5
 Trevor Chiasson (E), 1.0 to .5
 Beverley Corsini (E), 1.0 to .5
 Jane Craibbe (E), 1.0 to .6
 Brenda Dagg (E), 1.0 to .5
 Caryl Durst (S) 6/6 to 4/6 (2/3 Sem. 1 and 2)
 Donna Evans (E), 1.0 to .6
 Sylvia Holinaty (S), 6/6 to 3/6 (F.T. Sem. 1 only) [Job Share with W. Holinaty]
 William Holinaty (S), 6/6 to 3/6 (F.T. Sem. 2 only) [Job Share with S. Holinaty]
 Arde Hollingsworth (E), 1.0 to .5
 Nancy Holmes (S), 6/6 to 4/6 (2/3 Sem. 1 and 2)
 Kathleen Johnson (S), 5/6 to 4/6 (2/3 Sem. 1 and 2)
 Melinda Lula (S), 6/6 to 4/6 (2/3 Sem. 1 and 2)
 Barbara Makins (S), 6/6 to 4/6 (2/3 Sem. 1 and 2)
 Elisena Mycroft (E), 1.0 to .5
 Pamela Peterson (E), 1.0 to .7
 Lisa Reynolds (E), 1.0 to .5
 Norma Ridge (E), 1.0 to .5
 Linda Schultz (E), 1.0 to .5
 Helen Senson-D'Addario (E), 1.0 to .7
 Susan Shaker (S), 6/6 to 4/6 (2/3 Sem. 1 and 2)
 Anne Simpson (S), 5/6 to 4/6 (2/3 Sem. 1 and 2)
 Linda Smith (S), 6/6 to 4/6 (2/3 Sem. 1 and 2)
 Noreen Staio (E), 1.0 to .5
 Marjorie Steele (E), 1.0 to .5
 Madeleine Tanglao-Dwyer (E), 1.0 to .5
 Christine Tartaglia (E), 1.0 to .5
 Judith Taylor (E), 1.0 to .9
 Barbara Thoman (E), .7 to .5
 Carrie Tyrosvoutis (E), 1.0 to .5
 Julie Warriner (E), 1.0 to .5
 Evelyn Wilkie (S), 6/6 to 4/6 (2/3 Sem. 1 and 2)

Julie Warriner (E), 1.0 to .5
Evelyn Wilkie (S), 6/6 to 4/6 (2/3 Sem. 1 and 2)
Jennifer Wilson-Bridgman (E), 1.0 to .5
Barbara Yarwood (E), 1.0 to .5

Return from Leave of Absence

(a) That the following teachers be returned from a Leave of Absence, effective as shown:

Zaitoon Adatia (S), 1997 09 01
Darlene Baker (E), 1997 09 01
Annette Bodo (E), 1997 09 01
Marilyn Brown (S), 1997 09 01
Judith Cole (S), 1997 09 01
Martin Cooper (S), 1997 09 01
Jyoto deHaan (S), 1997 09 01
Patricia Fulton (S), 1997 09 01
Ronald Fulton (S), 1997 09 01
Kim Hutt-Taylor (S), 1997 09 01 (4/6)
Frank Vormittag (S), 1997 09 01
Franz Weresh (S), 1997 09 01
Linda Woolfrey-Cooper (S), 1997 09 01
Sonia Zolis (E), 1997 09 01

(b) That the following staff be returned from a Leave of Absence, effective as shown:

Karen Humphreys (Secretary, Clerical & Technical Staff), 1997 10 06 (.6)
Rita Sturrock (Secretary, Secondary School Clerical & Secretarial Staff), 1997 05 05

9. **OTHERS** - Nil

Respectfully submitted

Richard W. Binns
Superintendent of Human Resources

dk

AGENDA

URBAN MUNICIPAL

PERSONNEL AND ORGANIZATION COMMITTEE

SEP 12 1997

1997 09 11

GENERAL

GOVERNMENT DOCUMENTS

NEW BUSINESS:

1. Recommendations of the Superintendent of Human Resources **Page 1**
2. Staffing Report - Full Time Equivalent Positions **Page 2**
3. Report on Supply Teacher Usage **Pages 3 to 4**
4. Temporary Assistance Report **Pages 5 to 7**
 - ♦ Substitute Cleaner/Casual Assistance Usage
 - ♦ Temporary Assistance Expenditures
5. Report re Employee Wellness **Pages 8 to 10**

ELEMENTARY/SECONDARY

NEW BUSINESS:

1. Recommendations of the Superintendent of Human Resources **Pages 11 to 13**
2. Report re Allocation of Secretarial Resources **Pages 14 to 15**

RECEIVED

NOV 1954

RECEIVED

Education Centre
100 Main Street West
Hamilton, Ontario
1997 09 11

To The Chairman and Members
Personnel and Organization Committee
Hamilton Board of Education

Ladies and Gentlemen:

GENERAL

I have the honour to present the following recommendations for your approval:

1. **PROBATIONARY STAFF APPOINTMENTS** - Nil

2. **PERMANENT STAFF APPOINTMENTS** - Nil

3. **PROMOTIONS** - Nil

4. **INTERNAL APPOINTMENTS** - Nil

5. **TIMETABLE CHANGES** - Nil

6. **RETIREMENTS**

(a) That the resignation of Avanell Scherer (S), for the purpose of retirement, effective 1997 06 30, be accepted with regret.

(b) That the resignation of Denver Haynes, Manager, Administrative Services (Administrative Staff), for the purpose of retirement, effective 1997 09 30, be accepted with regret.

7. **LEAVING EMPLOYMENT** - Nil

8. **LEAVES** - Nil

9. **OTHERS** - Nil

Respectfully submitted,

Richard W. Binns,
Superintendent of Human Resources

/dk

RECEIVED
THE STATE DEPT
WASHINGTON
OCT 11 1967

To The President and Vice President
President and Vice President
House of Representatives

Dear Mr. President:

GENERAL

I have the honor to acknowledge the following communication from your agency:

1. RE: [illegible]

2. RE: [illegible]

3. RE: [illegible]

4. RE: [illegible]

5. RE: [illegible]

6. RE: [illegible]

7. RE: [illegible]

8. RE: [illegible]

9. RE: [illegible]

10. RE: [illegible]

11. RE: [illegible]

Very truly yours,

Richard W. Nixon
President of the United States

THE BOARD OF EDUCATION FOR THE CITY OF HAMILTON
STAFFING REPORT - FULL TIME EQUIVALENT POSITIONS

DECEMBER 31ST ACTUALS										1996 ACTUALS						1997 ACTUALS						1997 BUDGET	
1991	1992	1993	1994	1995	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG							
Admin & Support Staff	496.21	461.16																					
Co-ordinators/Consultants	55.67	51.00																					
Teachers - Elementary	1,660.75	1,657.60	1,637.75	1,580.65	1,478.25	1,478.25	1,478.25	1,478.25	1,478.25	1,478.25	1,478.25	1,478.25	1,479.75	1,479.75	1,479.75	1,479.75							
Secondary - Composite	850.67	861.33	839.67	802.67	745.76	745.76	745.76	745.76	745.76	733.43	733.43	733.76	733.76	733.76	733.76	733.76							
- Vocational	107.67	100.67	87.00	70.00	62.33	62.33	62.33	62.33	62.33	57.67	57.67	58.00	58.00	58.00	58.00	58.00							
- Vanier	34.00	35.00	36.00	37.00	35.00	35.00	35.00	35.00	35.00	35.00	35.00	35.00	35.00	35.00	35.00	35.00							
Elementary DD	16.00	14.00	13.00	9.00	9.00	9.00	9.00	9.00	9.00	9.00	9.00	9.00	9.00	9.00	9.00	9.00							
Secondary DD	14.67	15.33	12.67	13.00	13.33	13.33	13.33	13.33	13.33	13.33	13.33	13.33	13.33	13.33	13.33	13.33							
Lunchroom - Elementary	118.50	82.86	85.25	65.32	39.00	39.00	39.00	39.00	39.00	39.00	39.00	39.00	39.00	39.00	39.00	39.00							
- Secondary	7.00	7.36	7.64	4.50	2.14	2.14	2.14	2.14	2.14	2.14	2.14	2.14	2.14	2.14	2.14	2.14							
- Vocational	2.00	2.00	1.71	1.07	0.36	0.36	0.36	0.36	0.36	0.36	0.36	0.36	0.36	0.36	0.36	0.36							
Bus Supervisors	16.71	15.86	17.14	16.86																			
Educational Assistants	223.50	250.50	232.17	232.67	240.50	240.50	243.50	243.50	243.50	243.50	243.50	243.50	243.50	243.50	243.50	243.50							
Lunchroom Assistants	6.56	7.12	4.12	2.70	2.14	2.14	2.14	2.14	2.14	2.14	2.14	2.14	2.14	2.14	2.14	2.14							
Ctkrs/Maint/WHS/Asbestos	219.00	214.00	213.00	210.00	189.00	189.00	189.00	189.00	189.00	189.00	189.00	189.00	189.00	343.50	343.50	343.50							
Cleaners/Cooks	278.59	270.41	248.25	244.45	244.50	244.50	244.50	244.50	244.50	244.50	244.50	244.50	5.75	5.75	5.75	5.75							
Recoverable-Tchrs/Other	41.75	40.05	36.55	38.15	38.50	38.50	38.50	41.50	41.50	42.50	42.50	42.50	42.50	42.50	42.50	42.50							
- Consultants	0.33																						
- Clerical		1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00							
- Educ Assist			4.33	4.33	4.00	4.00	4.00	4.00	4.00	4.00	5.00	5.00	5.00	5.00	5.00	5.00							
- Admin	0.50	0.50	0.50	1.00	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50							
Full Time Equiv. Positions	4,150.08	4,087.75	3,985.91	3,816.33	3,523.66	3,523.66	3,526.66	3,531.26	3,531.26	3,515.27	3,516.27	3,428.28	3,434.88	3,434.88	3,434.88	3,434.88							
Number Of Employees	4861	4,829	4,706	4,451	3,987	3,987	3,990	3,995	3,995	3,979	3,980	3,870	3,877	3,877	3,877	3,877							
Lunchroom Enrolment	16,618	17,432	18,003	18,707	18,707	18,707	18,707	18,707	18,707	18,707	18,707	18,707	18,707	18,707	18,707	18,707							
Enrolment - Elementary	*26,111	*26,387	*26,685	*27,084	*27,395	*27,588	27,582	27,552	27,484	27,448	27,447	27,466	27,463	27,401									
- Sec Composite	*12,328	*13,001	*11,529	*12,158	*12,343	*11,866	11,403	11,298	10,984	11,094	10,926	10,743	10,574	10,459									
- Sec Vocational	*950	*1,037	*771	*736	*729	*739	706	689	629	644	643	617	576	571									
- Sec Vanier	*382	*465	*464	*480	*503	*467	466	462	443	441	432	432	427	424									
- Elem D.D.	*89	*83	*82	*61	*66	*58	58	59	60	62	63	64	64	63									
- Sec D.D.	*65	*84	*84	*95	*94	*104	104	103	104	103	102	103	103	98									
- TOTAL	*39,925	*41,057	*39,615	*40,614	*41,130	*40,822	40,635	40,298	39,704	39,792	39,613	39,425	39,207	39,016									

*September 30th Enrolments

**Projected Enrolments

Prepared by Human Resources - September 3, 1997

MONTH	Teaching Days	Personal Leave Days/Contract	Personal Reasons /Illness	Field Work /Co-Instr Activities	Conf. /Seminar /Meeting Outside System	Planning /Curriculum /In-Service /Meeting Inside System	In School Meeting	Feder- ation Matters	Other	1997 Total Days	1996 Total Days	1996 Total Expense	1997 \$ Expense	1997 Long Term Occasional	1997 Total Expense
JANUARY	17.0	9.0	339.5	1.0		2.5	1.0	7.5		351.5	224.0	78,416	35,196	23,111	58,307
FEBRUARY	20.0	11.7	349.5	17.0	7.0	11.0		2.0		386.5	364.0	68,132	27,440	23,917	51,357
MARCH	14.0	18.8	198.0	15.5	4.0	15.0		1.0		233.5	405.0	80,671	24,565	22,610	47,175
APRIL	22.0	15.7	379.0	30.0	11.5	18.0	0.5	3.0		442.0	760.0	92,518	41,530	39,730	81,260
MAY	21.0	59.5	458.5	99.5	12.0	14.5	1.0	5.0		590.5	741.0	137,576	65,615	40,912	106,527
JUNE	20.0	52.7	280.0	22.0	4.5	3.0	1.0	2.0		312.5	554.5	115,065	20,013	44,006	64,019
JULY															
AUGUST															
SEPTEMBER															
OCTOBER															
NOVEMBER															
DECEMBER															
TOTALS		167.4	2004.5	185.0	39.0	64.0	3.5	20.5		2316.5	3048.5	572,378	214,359	194,286	408,645
% Of Total			86.5	8.0	1.7	2.8	0.2	0.9							

MONTH	Teaching Days	Personal Leave Days/Contract	Personal Reasons /Illness	Field Work /Co-Instr Activities	Conf. /Seminar /Meeting Outside System	Planning /Curriculum /In-Service /Meeting Inside System	In School Meeting	Feder- ation Matters	Other	1997 Total Days	1996 Total Days	1996 Total Expense	1997 \$ Expense	1997 Long Term Occasional	1997 Total Expense
JANUARY	20.0	37.7	1400.5	7.0	14.0	37.5	41.5	2.0		1502.5	1023.5	240,746	145,230	83,975	229,205
FEBRUARY	20.0	52.6	1797.0	26.5	23.0	138.0	58.0	12.5		2055.0	1745.0	321,119	208,713	129,255	337,968
MARCH	14.0	27.5	1105.0	4.5	11.0	33.0	43.5	4.5		1201.5	1345.5	223,841	112,635	87,275	199,910
APRIL	22.0	56.0	1764.0	16.0	22.5	89.0	84.0	7.0		1982.5	2268.5	277,129	168,843	142,843	311,686
MAY	21.0	95.0	1620.0	30.5	117.0	49.5	46.5	11.5		1875.0	1834.0	318,720	187,550	131,460	319,010
JUNE	20.0	222.0	1491.0	68.5	11.0	49.0	44.0	20.5		1684.0	1516.5	297,527	104,276	176,886	281,162
JULY															
AUGUST															
SEPTEMBER															
OCTOBER															
NOVEMBER															
DECEMBER															
TOTALS		490.8	9177.5	153.0	198.5	396.0	317.5	58.0		10300.5	9733.0	1,679,082	927,247	751,694	1,678,941
% Of Total			89.1	1.5	1.9	3.8	3.1	0.6							

REPORT OF SUPPLY TEACHER USAGE - JUNE 30, 1997

SECONDARY & ELEMENTARY

MONTH	Personal Leave Days/ Contract	Personal Reasons /Illness	Field Work /Co-Instr Activities	Cont. /Seminar /Meeting Outside System	Planning /Curriculum /In-Service /Meeting Inside System	In School Meeting	Feder- ation Matters	Other	1997 Total Days	1996 Total Days	1996 Total Expense	1997 \$ Expense	1997 Long Term Occasional	1997 Total Expense	1997 % Spent
JANUARY	46.7	1740.0	8.0	14.0	40.0	42.5	9.5		1854.0	1247.5	319,162	180,426	107,086	287,512	
FEBRUARY	64.3	2146.5	43.5	30.0	149.0	58.0	14.5		2441.5	2109.0	389,251	236,153	153,172	389,325	
MARCH	46.3	1303.0	20.0	15.0	48.0	43.5	5.5		1435.0	1750.5	304,512	137,200	109,885	247,085	
APRIL	71.7	2143.0	46.0	34.0	107.0	84.5	10.0		2424.5	3028.5	369,647	210,373	182,573	392,946	
MAY	154.5	2078.5	130.0	129.0	64.0	47.5	16.5		2465.5	2575.0	456,296	253,165	172,372	425,537	
JUNE	274.7	1771.0	90.5	15.5	52.0	45.0	22.5		1996.5	2071.0	412,592	124,289	220,892	345,181	
JULY															
AUGUST															
SEPTEMBER															
OCTOBER															
NOVEMBER															
DECEMBER															
TOTALS	658.2	11182.0	338.0	237.5	460.0	321.0	78.5		12617.0	12781.5	2,251,460	1,141,606	945,980	2,087,586	73.2
% Of Total		88.6	2.7	1.9	3.6	2.5	0.6								

1997 BUDGET
\$2,850,000

REPORT OF CASUAL ASSISTANCE USAGE - 1997

MONTH	Working Days	Personal Reasons /Illness # of Days	Workers' Comp. # of Days	Extra Workload # of Days	Leaves, Vacancies *perm pay # of Days	1997 Total # of Days	1997 \$ Expense	1996 Total # of Days	1996 \$ Expense
JANUARY	22	102	107		107	316	11,564	1,381	71,752
FEBRUARY	20	106	119		40	265	12,114	1,305	67,051
MARCH	19	96	89		36	221	10,510	1,227	60,269
APRIL	22	791	140	131	137	1,199	114,497	1,119	58,499
MAY	21	703	267	214	125	1,309	117,698	1,157	65,723
JUNE	21	636	333	146	258	1,373	106,640	925	54,610
JULY	22	346	363	232	226	1,167	80,011	985	52,461
AUGUST									
SEPTEMBER									
OCTOBER									
NOVEMBER									
DECEMBER									
TOTALS		2,780	1,418	723	929	5,850	453,034	8,099	430,365

*Leaves, Vacancies - cost covered on permanent payroll

Prepared by Human Resources
September 3, 1997

REPORT OF CANAL DISTRICT OFFICER - 1911

Month	Days	Water	Wind	Temp.	Humidity	Direction	Force	Remarks
JANUARY	31							
FEBRUARY	28							
MARCH	31							
APRIL	30							
MAY	31							
JUNE	30							
JULY	31							
AUGUST	31							
SEPTEMBER	30							
OCTOBER	31							
NOVEMBER	30							
DECEMBER	31							
TOTAL								

1911-1912 - 1st Year of Operation

Report of Canal District Officer
 1911-1912

1996 AND 1997 TEMPORARY ASSISTANCE EXPENDITURES

	1996 BUDGET	YTD EXPENSE AS OF DEC 31/96	1997 BUDGET	YTD EXPENSE AS OF JULY 31/97	EXPLANATION OF EXPENDITURES
Supt. of Schools					
- Lower City/Mountain Offices	1,600	0	1,600	0	
- Student Assistance	3,300	2,757	0	0	
- Safe Schools	20,000	438	0	0	
Total	\$24,900	\$3,195	\$1,600	0	
Supt. of Schools - F.L.S.					
- Supt. Office	1,100	0	1,100	0	
Total	\$1,100	\$0	\$1,100	0	
Supt. of Financial Services					
- Supt. Office	63,200	24,417	48,000	0	
- Budget	0	0	0	4,504	Clerical Assistance/Replacement
- Accounting	5,000	1,023	5,000	1,961	Illness Replacement
- Payroll	0	8,207	86,000	17,440	FIS Project
- Property, Audit & Assessment	7,000	12,702	8,000	3,239	Clerical Assistance
- Purchasing	0	682	0	0	
- Transportation	1,000	0	0	0	
Total	\$76,200	\$47,031	\$147,000	\$27,144	
Supt. of Admin. & Operational Services					
- Admin. Serv. & Supt. Office	19,940	50,890	55,000	50,766	Telephone Receipt., Illness Replacement
- Technical Services	15,000	14,871	20,000	9,026	Training support, In-Service for Offices
- Library - Ed. Centre	0	3,274	0	1,642	Paikin Library Pages
- Science - Kit Services	6,000	0	0	0	
- Technical Services - Techn Support	19,000	31,297	29,000	10,482	Equipment Repair Co-op Student
- Reg. Day School	17,500	914	20,000	2,717	In-Service for Classroom Computers
- Research	500	0	200	0	
- Plant Operations - Security	96,760	78,982	96,760	40,158	Building Security
- Plant Maintenance - Reg. Substances	27,000	27,554	27,240	12,740	Ministry of Labor Asbestos Inventories
- Plant Maintenance	900	0	900	0	
- Other - Ed. Centre Parking Lot	51,600	59,231	51,600	30,842	Parking Lot Attendants
Total	\$254,200	\$267,013	\$300,700	\$158,373	

	1996 BUDGET	YTD EXPENSE AS OF DEC 31/96	1997 BUDGET	YTD EXPENSE AS OF JULY 31/97	EXPLANATION OF EXPENDITURES
Supt. of Program Services					
- Asst. Supt. of Program	109,500	81,815	75,000	47,502	Illness Replacement, Clerical Assistance
- Adult & Cont. Ed. - Briarwood	0	420	0	0	
- Community School Clerks	0	3,595	0	90	
Total	\$109,500	\$85,830	\$75,000	\$47,592	
Supt. of Human Resources Services					
- Supt. of Human Resources	43,700	68,431	43,700	6,050	EIS Project, Seniority Lists, Illness Replacement
Total	\$43,700	\$68,431	\$43,700	\$6,050	
Supt. of Human Resources - Schools					
- Elementary Secretarial	70,000	78,867	70,000	20,154	Illness Replacement
- Secondary Secretarial	37,000	77,797	37,000	28,936	Illness Replacement
- Vocational Secretarial	2,000	399	2,000	0	
- Elementary Library Clerks	0	12,354	0	0	
Total	\$109,000	\$169,417	\$109,000	\$49,090	
Office of the Director					
- Director's Office	0	0	0	0	
Total	\$0	\$0	\$0	\$0	
GRAND TOTAL	\$618,600	\$640,917	\$678,100	\$288,249	

Prepared by Human Resources Services
September 3, 1997

1997 09 11

**To: The Chairman and Members of the Personnel and Organization Committee
Board of Education for the City of Hamilton
Hamilton, Ontario**

From: Rick Binns, Superintendent of Human Resources Services

Re Employee Wellness

BACKGROUND

In the last several years, education in Ontario has come under attack and become a focal point for resolving issues that traditionally have been addressed through such support systems as families, churches and the community.

Factors contributing to employee unwellness include: downsizing and the reduction of school boards, increased incidents of student violence and behaviour problems, suspensions and expulsions, decreased financial resources and reduced community and agency support. Complicating the situation is the fact that Hamilton has one of the highest adult illiteracy rates and poverty rates in Ontario. The feelings of powerlessness and demoralization that often result are compounded by increasing public criticism and negative media coverage.

The impact of this has resulted in a significant increase in the number of stress related illnesses and Long Term Disability claims as reported by the Employee Assistance Counsellors in November 1994. The International Labour Office emphasizes that employers need to acknowledge the workplace as a source of stress, rather than holding the traditional view of stress being inherent in an individual.

The system Wellness Committee (see Appendix A) disbanded their activities in June of 1996.

ISSUES

1. The physical/mental/emotional health and well-being of our employees as it relates to their ability to attend work and perform their duties.
2. The subsequent debilitating effect that an "unhealthy" environment has on our students' potential to grow and learn.
3. Increased absences and long-term disability claims which result in loss of output or service, disruption of the work of other employees, overtime and replacement costs to fill in for absent employees, sick benefit and workers' compensation payments and other intangible costs.

RECOMMENDATIONS

1. A system committee , under trustee direction, assume responsibility for coordinating Professional Development opportunities which focus on "wellness".
2. All system P.D. opportunities have as their focus a "wellness" component.
3. Leadership training programs include a "wellness" component to provide administrators and managers with the skills to ensure a healthy environment in the workplace.
4. Partnerships within the community be encouraged to enhance our ability to offer programs for all employees.
5. An evaluation component be included in all "wellness" initiatives.
6. The budget and scope of the Employee Assistance Program be commensurate to reflect the commitment of the Board to support employees in their efforts to manage the new realities.

RATIONALE

In order to ensure that our employees reach maximum potential and optimum productivity, it is imperative that we address this "wellness" issue. A survey conducted in the United States indicates that added stress can be attributed to the pressures of downsizing, to the demands of working longer hours, and the balancing of work and family responsibilities. Recognition of the seriousness of the situation, and subsequent action will benefit all staff and have a positive impact on the student in the classroom.

FORMER

WELLNESS COMMITTEE MEMBERS

Distribution List Name: Wellness

96/04/18

MEMBER	TITLE	LOCATION	PROFS ID	FAX#
Marie Bountrogianni	Chief Psychologist	HBE	MBOUNTRO	
Dave Simpson	O.S.S.T.F.	O.S.S.T.F.	OSSTFOFF	574-8166
Ted Kocznur	O.S.S.T.F. (P.D.)	Delta S.S.	DELTA	
Dale Pyke	H.T.F.	Sanford Ave.	HTFOFF	
Halina Sims	Teacher Staffing	HBE	HSIMS	
Sharon O'Halloran	Staff Development	HBE	STAFFDEV	
Rick Binns	Superintendent HRD	HBE	RBINNS	
Sue Mawson	Human Resources	HBE	SMAWSON	
Gail Rappolt	H.S.S.P.C. & Upper City Rep.	Hill Park S.S.	GRAPPOLT	
Don Morrow	H.P.A. & Lower City Rep.	Bennetto	DMORROW	
Joan Morse	Principal, Adult Learning Centre	Briarwood	BRLARWOO	
Sue Joyce	Principal	Linden Park	SJOYCE	
Joe Trovato	P.S.S.P. Represenative	HBE	JTROVATO	
Bev Wilson	O.C.T.U. Representative	O.S.S.T.F.	OSSTFOFF	574-8166
Wilma MacNeil	O.P.E.I.U. Representative	Lake Ave.	LAKEAVE	
John Lane	C.U.P.E. Representative	Delta S.S.	DELTA	
Margaret Cunningham	Trustee	HBE	BOARDSEC	521-2536
Sandy Hill	Trustee	HBE	BOARDSEC	521-2536

Education Centre
100 Main Street West
Hamilton, Ontario
1997 09 11

To The Chairman and Members
Personnel and Organization Committee
Hamilton Board of Education

Ladies and Gentlemen:

ELEMENTARY/SECONDARY

I have the honour to present the following recommendations for your approval:

1. PROBATIONARY STAFF APPOINTMENTS

(a) (i) That the following teachers be appointed to the Probationary Staff, effective 1997 09 01, with salary according to the salary schedule:

Carissa Christison (E)
Penelope Petrie (E)

Replacements

(ii) That the appointment of Tammy DiDonato (E) to Probationary Staff, approved at the 1997 08 26 meeting, be rescinded.

(b) That the following staff be appointed to the Probationary Educational Assistant Staff (Educational and Lunchroom Assistant Staff), effective 1997 09 02, with salary according to the salary schedule:

Kimberly Broemser
Debra Busich
Stuart Carmichael
Contract Compliance

2. PERMANENT STAFF APPOINTMENTS

Confirmations

(a) That the following teachers be confirmed in the position stated, effective as shown, with salary according to the salary schedule:

Anne Cliffe (E), (Elementary Vice-Principal), 1997 09 01
Sandra Cole (E), (Elementary Vice-Principal), 1997 09 01
Dorte Deans (S), (Secondary Vice-Principal), 1997 01 01
Thomas (Tim) Dexter (E), (Elementary Principal), 1997 09 01
Suzanne Dube (S), (Secondary Vice-Principal), 1997 10 06
Edward Grodecki (E), (Elementary Principal), 1997 09 01
Barbara Haverty (E), (Elementary Principal), 1997 09 01
Eric Hipkiss (E), (Elementary Principal), 1997 09 01
Douglas Holmes (S), Head of Department (Physical and Health Education), 1997 09 01
Lee Hondronicols (E), (Elementary Vice-Principal), 1997 09 01
Patricia Hutchinson (E), (Elementary Vice-Principal), 1997 09 01
Richard Kowalchuk (S), Head of Department (Visual Arts), 1997 09 01
Jay Kyle (S), Head of Department (Physical and Health Education), 1997 09 01

Douglas Lenz (E), (Elementary Vice-Principal), 1997 09 01
 Maxine Martineau (E), (Elementary Vice-Principal), 1997 09 01
 Janice Robertshaw (E), (Elementary Vice-Principal), 1997 09 01
 Robert Russ (E), (Elementary Principal), 1997 09 01
 Ward Shipman (S), Head of Department (Visual Arts), 1997 09 01
 Jon Sims (S), (Secondary Principal), 1997 09 01
 Jacqueline Sykes (S), Head of Department (Family Studies), 1997 09 01
 Kathleen Watters (E), (Elementary Principal), 1997 09 01

3. PROMOTIONS

(a) That Arlene Worthington (S) be appointed to the position of Acting Head of Department (Mathematics), effective 1997 09 01, with salary according to the salary schedule.

Replacement

4. INTERNAL APPOINTMENTS - Nil

5. TIMETABLE CHANGES

(a) That the following timetable changes be approved, effective 1997 09 01, with salary according to the salary schedule:

Dino Caruso (E), .7 to 1.0
 Sandra Mitchell (S), 1/6 to 2/6 (2/3 Sem. 1 only)
 Ouahida Zaimi (S), 5/6 to 6/6 (F.T. Sem. 1 and 2)

2 Replacements

1 Contract Compliance

(b) That the following timetable changes be approved, effective as shown, with salary according to the salary schedule:

Evelyn Black (Educational Assistant, Educational and Lunchroom Assistant Staff), .5 to 1.0, 1997 09 02
 Leslie Evans-Tenbrinke (Educational Assistant, Educational and Lunchroom Assistant Staff), .5 to 1.0, 1997 09 02
 Rukhsana Khan (Educational Assistant, Educational and Lunchroom Assistant Staff), .5 to 1.0, 1997 09 02
 Carol Labesh (Educational Assistant, Educational and Lunchroom Assistant Staff), 1.0 to .5, 1997 09 02
 Anne MacDonald (Educational Assistant, Educational and Lunchroom Assistant Staff), .5 to 1.0, 1997 09 02
 Nancy McIntee (Educational Assistant, Educational and Lunchroom Assistant Staff), .5 to 1.0, 1997 09 02
 Linda Napper (Educational Assistant, Educational and Lunchroom Assistant Staff), .5 to 1.0, 1997 09 02
 Marlene Smith (Educational Assistant, Educational and Lunchroom Assistant Staff), .5 to 1.0, 1997 09 11
 Leslie Walberg-Hegan (Social Worker, Professional Student Services Personnel), .8 to 1.0, 1997 09 01

6. RETIREMENTS

(a) That the resignations of the following teachers, for the purpose of retirement, effective as shown, be accepted with regret:

Diana Hill (E), 1997 06 30
 Pamela Kovacek (E), 1997 06 30
 James Warren (S), 1997 06 30
 Lillian Zychowicz (S), 1997 07 31

(b) That the resignation of Patricia Barker, Secretary (Clerical & Technical Staff), for the purpose of retirement, effective 1997 09 30, be accepted with regret.

7. LEAVING EMPLOYMENT - Nil

8. LEAVES

Leave of Absence

(a) That the requests of the following teachers for a Leave of Absence, effective as shown, be granted:

Anita Darrell (S), 1997 12 12 to 1998 04 09
Janet Wolfe (E), 1997 09 01 to 1998 08 31

(b) That the requests of the following staff for a Leave of Absence, effective as shown, be granted:

Josephine Falletta (Social Worker, Professional Student Services Personnel), 1997 10 01 to 1998 03 31
Daniel Horne (Educational Assistant, Educational and Lunchroom Assistant Staff), 1997 09 02 to 1998 06 30
Dianne Kunz (Educational Assistant, Educational and Lunchroom Assistant Staff), 1997 09 02 to 1998 06 30
Joanne Pitilli (Library Secretary, Clerical & Technical Staff), 1997 09 01 to 1998 08 31
Derek Walker (Educational Assistant, Educational and Lunchroom Assistant Staff), 1997 09 02 to 1998 04 30

Leave Extension

(a) That the request of Kenneth M. Smith (S) for an extension of his Leave of Absence, effective 1998 02 01 to 1999 01 31, be granted.

(b) That the requests of the following staff for an extension of their Leave of Absence, effective as shown, be granted:

Judith Dalmer (Educational Assistant, Educational and Lunchroom Assistant Staff), 1997 09 02 to 1997 12 31
Eileen Dartsch (Educational Assistant, Educational and Lunchroom Assistant Staff), 1997 09 02 to 1998 06 30 (.5)
Tina Robinson (Secretary, Clerical & Technical Staff), 1997 08 25 to 1998 01 02
Cheryl Weston-Shepherd (Educational Assistant, Educational and Lunchroom Assistant Staff), 1997 09 02 to 1998 06 30

Return from Leave of Absence

(a) That Michelle Fairfield (S) be returned from a Leave of Absence, effective 1998 01 29.

(b) That Joan W. Dabor, Educational Assistant (Educational and Lunchroom Assistant Staff), be returned from a Leave of Absence, effective 1997 09 02 (.5).

Reduced Workload Leaves

(a) That the request of Ruth Price (E) for a .3 Reduced Workload Leave of Absence, effective 1997 09 01 to 1998 08 31, be granted.

9. OTHERS - Nil

Respectfully submitted,

Richard W. Binns,
Superintendent of Human Resources

7. ANALYSIS AND DISCUSSION
The analysis of the data shows that the results are in good agreement with the theoretical predictions. The experimental error is estimated to be about 5%.

8. CONCLUSIONS
The results of the experiment show that the theoretical predictions are in good agreement with the experimental results.

9. REFERENCES
1. J. D. A. Smith, "The Theory of the Simple Pendulum," *Philosophical Magazine*, vol. 1, p. 1, 1801.
2. J. D. A. Smith, "The Theory of the Simple Pendulum," *Philosophical Magazine*, vol. 1, p. 1, 1801.
3. J. D. A. Smith, "The Theory of the Simple Pendulum," *Philosophical Magazine*, vol. 1, p. 1, 1801.
4. J. D. A. Smith, "The Theory of the Simple Pendulum," *Philosophical Magazine*, vol. 1, p. 1, 1801.
5. J. D. A. Smith, "The Theory of the Simple Pendulum," *Philosophical Magazine*, vol. 1, p. 1, 1801.

10. APPENDIX
A. DATA TABLE
The following table shows the data obtained from the experiment. The first column is the time taken for the pendulum to complete 10 oscillations. The second column is the length of the pendulum. The third column is the calculated value of g.

Time (s)	Length (m)	g (m/s ²)
10.0	0.5	9.8
10.0	0.6	9.8
10.0	0.7	9.8
10.0	0.8	9.8
10.0	0.9	9.8

B. GRAPH
The following graph shows the relationship between the time taken for the pendulum to complete 10 oscillations and the length of the pendulum. The x-axis is the length of the pendulum in meters. The y-axis is the time taken for the pendulum to complete 10 oscillations in seconds.

Date: **September 2, 1997**

To: **Members of the Personnel and Organization Committee**

From: **Stew Thompson, Assistant Superintendent of Schools**

Re: **Allocation of Secretarial Resources**

Background

For several years, secretarial resources were allocated to schools using a formula based on student enrolment only. This formula had not been revised since 1985 while requests for additional secretarial support had increased. Although student population is an important criteria for allocating resources, there are, however, several other factors which impact on a school's need which were not being taken into consideration. Understanding our current economic status, we agreed to investigate ways of allocating existing secretarial resources based on needs without impacting on the budget.

As a result, a "school profile" data collection instrument was developed to assess school needs taking into consideration several factors. Some of the factors are listed below:

- student enrolment
- number of staff
- special education students
- compensatory education factors
- lunchroom enrolment
- on-site day care
- before/after school programs
- in area group homes/shelters/foster homes
- transfers in/out

This data provided a much clearer picture of each school's needs.

A process for carrying out the reallocation was developed by a management committee and collaboratively implemented by union and management personnel. Features of the process are outlined below:

- secretarial resources were deployed based on student needs using the school profile data collection instrument
- the process treated all schools in a fair and equitable manner
- reallocation was achieved with no increase to the total F.T.E. (therefore no budget implications)
- reallocation was achieved within the terms of the collective agreement
- the reallocation took place with the least possible disruption to the system
- a communication strategy was utilized which provided
 - information meetings for secretaries & principals
 - individual meetings for secretaries who were reallocated explaining the need for reallocation and how it would be implemented
 - an information memo for trustees (see Appendix 1)

The process was completed in early April/97. Subsequently, in response to an issue regarding twinned schools, at the April 8/97 Operation and Finance Committee meeting, trustees approved a recommendation to increase secretarial assistance from .5 to .7 in three twinned sites.

Issue

To inform trustees of the allocation process as requested.

Recommendation

That the report be received for information.

Rationale

The report clarifies how elementary secretarial resources are deployed in the system.

1000-1000-1000

1000-1000-1000

1000-1000-1000

1000-1000-1000

1000-1000-1000

1000-1000-1000

1000-1000-1000

1000-1000-1000

1000-1000-1000

1000-1000-1000

1000-1000-1000

1000-1000-1000

1000-1000-1000

1000-1000-1000

1000-1000-1000

1000-1000-1000



THE BOARD OF EDUCATION FOR THE CITY OF HAMILTON
100 MAIN STREET WEST, P.O. BOX 2558, HAMILTON, ONTARIO L8N 3L1

Office of Stewart Thompson,
Assistant Superintendent of Schools

Telephone: (905) 527-5092, Ext. 2304
Facsimile: (905) 521-2537

Appendix 1

February 3, 1997

To: Hamilton Board of Education Trustees

Re: Information regarding Elementary/Vocational Secretarial Allocation

For several years, secretarial resources have been allocated to schools using a formula based on student population only. As you are aware, we developed a "school profile" instrument which takes into consideration 21 factors. This data provides a much clearer picture of each school's needs. In the fall, the "school profile" was used to reallocate vice-principal resources. Implementation took place, January/97.

At the present time, we are working out a plan to reallocate our secretarial resources using the "school profile" data.

Below are some important factors:

- This process allocates secretarial assistance in a fair and equitable manner based on demonstrated need (21 factors vs. student population only).
- Reallocation of resources will be achieved with no increase to the total F.T.E. (therefore no budget implications) and with no reduction to any individual's current F. T. E.
- Reallocation will be achieved within the terms of the collective agreement.
- Their union personnel have been invited to collaboratively plan the implementation process providing the least disruption to the system as possible.
- Informational meetings have been planned to explain the process and to answer any questions/concerns on:

February 26 a.m. (for Administrators)

February 26 p.m. (for Secretaries)

- The allocation will take place effective, **April 1/97**.

It is hoped that this "mid-year" reallocation will allow secretaries a "transition period" facilitating a smooth year end and startup process. I hope this information is helpful should you receive inquires.

Sincerely,

Stew Thompson
Assistant Superintendent of Schools

ST/mb

cc: Georgina Pain, Co-Chair, Personnel/Staffing (Admin. Structures)
Marian Avery, Employee Officer
Sylvia Scarrow, Human Resources Officer
Lois Morin, President, OSSTF-OCTU

URBAN/MUNICIPAL
CAY ON HBL W26
A36
1997

BOARD OF EDUCATION FOR THE CITY OF HAMILTON

SPECIAL MEETING

1997 09 26

URBAN MUNICIPAL

OCT 6 1997

GOVERNMENT DOCUMENTS

TO THE CHAIRMAN AND MEMBERS
PERSONNEL & ORGANIZATION COMMITTEE
[Trustees Darby, Hicks, Johnston, Korz, Orban, Paquin and Cunningham]

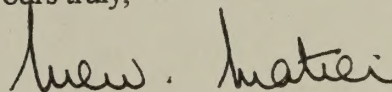
Ladies and Gentlemen:

Please be advised that a Special Meeting of the Personnel and Organization Committee has been scheduled for Thursday, 1997 10 02 immediately following the Program Committee Meeting.

The purpose of this meeting is to consider recommendations of the Superintendent of Human Resources relative to appointments to the probationary teaching staff (Elementary/Secondary).

Your attendance is requested.

Yours truly,



Merv Matier
Interim Director of Education
and Secretary

rm

Notice sent to all trustees.

1974-1975
BOARD OF
1974

MEMORANDUM

TO: THE BOARD OF
FROM: [illegible]

CA4 ON HBL w26
A36
1997

URBAN MUNICIPAL

OCT 17 1997

AGENDA

GOVERNMENT DOCUMENTS

PERSONNEL AND ORGANIZATION COMMITTEE1997 10 09

Confirmation of the minutes of the regular meetings of 1997 05 08, 1997 06 12, 1997 09 11 and special meeting of 1997 10 09.

GENERALBUSINESS ARISING FROM THE MINUTES:

1. Report re Employee Assistance Program Pages 1 to 3

NEW BUSINESS:

1. Recommendations of the Superintendent of Human Resources Page 4
2. Staffing Report - Full Time Equivalent Positions Page 5
3. Report on Supply Teacher Usage Page 6
4. Report of the Supervised Alternative Learning for Excused Pupils Committee Page 7

ELEMENTARY/SECONDARYBUSINESS ARISING FROM THE MINUTES:

1. Report of the Principal/Vice-Principal Promotion Process Review Committee (referred back to the officials at the 1997 06 12 Personnel and Organization Committee) Pages 8 to 11

NEW BUSINESS:

1. Recommendations of the Superintendent of Human Resources Pages 12 to 15

Organization	# of employees	Allocated Budget	type of service provided (ie. referral only, on-going treatment, off-site)	how budget is disbursed (ie. salaries, rent)	# of visits per employee per year allowed	who funds the EAP (employer, union, federation)
Wentworth County Board	OPSTF - 192 WWTA - 513 OSSTF - 429 Admin. - 64	23,000	- self-initiated - referral	Contract with Family Services of Hamilton-Wentworth 3 CUPE locals not included in EAP	no limit	- cost share at 50% - Board pays 50% remaining prorated between unions and federations
Ottawa Board	3440	184,000	- assessment and treatment service - will refer out for children and adolescents	in-house - on site 1 psych. 1 adm. ass't 2 - .4 psych. total 2.8 FTE	no limit	employer
London Board	4250	100,000	support, short-term problem solving (typically 4 - 8 sessions)	monthly fee to provider	10 per year per family	- initial assessment appointment is free - employee pays \$10 or \$15 per visit and Board pays difference
Peel Board	10-11,000	approx. 80,000	- referral, assessment - on-going	salary to social worker, program and expenses	as many as required extended benefit plan covers for outside treatment to up to \$500.00 per year per family member	- employers pays EAP - extended Health Benefits

Niagara South	280 375 800 600	3000 4800 not fixed not fixed	• referral only • “ • “ • “	• to union • to union • to federation • to federation	3 3 3 3	• joint OPSEU • joint CUPE • employer • employer
Halton Board	4000	60,000	• referral • wellness presentations intervention • counselling	.5 salary to staff balance contracted out	no limit	• employer
Etobicoke Board	3600	100,00	• Warren Scheppel Counselling Services	contract	no limit	• employer
Carlton Board	4000	81,285	• initial visit and referral services • all off-site	as per invoice, hourly rate	no limit	• employer
City of Hamilton	2730	88,725	• off-site - assessment, counselling, referral	counselling service	average number of visits per case is 6 - 8	• employer
City of Burlington	610 Full time 400 Part time	15,000	• off-site referral • most employees go on own		8 visit cap per year (not enforced)	• employer
Stelco	6,000	private information	• referral and self-initiate own medical department handles interventions	Family Services Hamilton Wentworth	8 visits per episode to employees and immediate families	• employer
Proctor & Gamble	300		• self-initiated referral • ongoing • off-site		unlimited	• employer

To The Chairman and Members
Personnel and Organization Committee
Hamilton Board of Education

Ladies and Gentlemen:

GENERAL

I have the honour to present the following recommendations for your approval:

1. PROBATIONARY STAFF APPOINTMENTS - Nil

2. PERMANENT STAFF APPOINTMENTS - Nil

3. PROMOTIONS

(a) That the effective date of the appointment of the following teachers to the term position of Project Team Consultant (.5), approved at a previous meeting, be changed to 1997 09 29:

Catherine Alchin (S)
Sharon Stephanian (S)

4. INTERNAL APPOINTMENTS - Nil

5. TIMETABLE CHANGES - Nil

6. RETIREMENTS

(a) (i) That the resignation of M. E. Sheila Cornell, Assistant Caretaker (Caretaking & Maintenance Staff), for the purpose of retirement, effective 1997 08 01, be accepted with regret and the Board's gratuity be paid.

(ii) That the resignation of Edna Shea, Assistant Caretaker (Caretaking & Maintenance Staff), for the purpose of retirement, effective 1997 12 31, be accepted with regret.

7. LEAVING EMPLOYMENT

(a) That the date, 1997 09 22, for Maureen Patricia Tait, Assistant Caretaker (Caretaking & Maintenance Staff) to leave the employ of the Board be approved.

8. LEAVES - Nil

9. OTHERS - Nil

Respectfully submitted,

Richard W. Binns,
Superintendent of Human Resources

THE BOARD OF EDUCATION FOR THE CITY OF HAMILTON
STAFFING REPORT - FULL TIME EQUIVALENT POSITIONS

DECEMBER 31ST ACTUALS												1997 ACTUALS												1997 BUDGET																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																										
1992	1993	1994	1995	1996	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																		
Admin & Support Staff	461.16	458.16	444.96	419.76	399.45						399.45	399.45	399.45	400.05	400.15	400.15	400.15	400.15	400.15																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																															

1997 10 09

To: Chairman and Members
Personnel and Organization Committee

From: Rick Binns, Superintendent of Human Resources Services

RE: REPORT ON SUPPLY TEACHER USAGE

Report: FOR INFORMATION

Supply teachers are paid on the 15th day of the month for work performed during the previous month.

As such, the information for the September report is not available until after the October 15th payroll has been completed.

The report on Supply Teacher Usage for the month of September, 1997 will be issued at the November, 1997 Personnel and Organization Meeting.

Prepared and Submitted by: Cheryl McGrimmond
Employee Records Co-ordinator

1977-1978

1. The first part of the report is a general introduction to the project.

2. The second part of the report is a detailed description of the project.

3. The third part of the report is a discussion of the results of the project.

4. The fourth part of the report is a conclusion and recommendations.

5. The fifth part of the report is a list of references.

6. The sixth part of the report is a list of appendices.

7. The seventh part of the report is a list of figures.

8. The eighth part of the report is a list of tables.

REPORT OF THE SUPERVISED ALTERNATIVE LEARNING FOR EXCUSED PUPILS COMMITTEE

Present: Trustees Rogers (Chairman), Bishop, Johnston, MacDonald and Orban.

Also Present: Trustee Mulholland; K. Hibbins (Project Team Leader - Social and Interpersonal Skills), Messrs. W. Trimble (SALEP Teacher) and T. Kaye (SALEP Social Worker); Ms. E. Szkodziak (Adolescent Community Care Program)

Official Present: Dr. J. Tomlinson (Interim Assistant Superintendent of Program).

The Committee recommends:

GENERAL

1. As the Supervised Alternative Learning for Excused Pupils Committee was encouraged by the positive information in the Annual Report of SALEP [September 1996-June 1997], that this Committee support expanding the SALEP program and increasing staff, when feasible.

Committee Room
1997 09 24

Respectfully submitted

J. ROGERS
Chairman

REPORT OF THE SUPERVISOR AT TERMINATION, 6-15-68, WITH SUCCESSFUL COMPLETION

Project: The Project of the Commission on the Status of Women

The Project of the Commission on the Status of Women is a project of the Commission on the Status of Women, which was established in 1946. The project is a study of the status of women in the United States and is a part of the Commission's work to improve the status of women in the United States.

The Project of the Commission on the Status of Women is a project of the Commission on the Status of Women, which was established in 1946. The project is a study of the status of women in the United States and is a part of the Commission's work to improve the status of women in the United States.

The Project of the Commission on the Status of Women is a project of the Commission on the Status of Women, which was established in 1946. The project is a study of the status of women in the United States and is a part of the Commission's work to improve the status of women in the United States.

Conclusion

The Project of the Commission on the Status of Women is a project of the Commission on the Status of Women, which was established in 1946. The project is a study of the status of women in the United States and is a part of the Commission's work to improve the status of women in the United States.

Recommendations

Conclusion
Recommendations

Conclusion
Recommendations

DATE: 1997-10-02

To: The Chairman and Members
Personnel and Organization Committee

FROM: R. W. Binns
Superintendent of Human Resources

PREPARED BY: Halina Sims
Co-ordinator of Teacher Staffing

Subject: Report of the Principal/Vice-Principal Promotion Process Review Committee

REPORT: Information/Decision

BACKGROUND

This Committee was re-instated following a Board motion adopted on 1996-02-08: "That the Principal and Vice-Principal selection process continue to be monitored and updated by the reconstituted Review Committee which now includes Trustee representation, and that annual reports be made to the Personnel and Organization Committee".

The Principal/Vice-Principal Promotion Process Review Committee was reinstated with the following membership:

TRUSTEES	Judith Bishop
	Bob Stewart
O.S.S.T.F.	Doug Robb
O.P.S.	Joyce Whittle
F.W.T.A.O.	Anne McNeill
	Sue Dunlop
H.S.S.P.C.	Jon Sims
	Paul Murphy
H.P.A.	Chris Lebi
	John Forbeck
HOME & SCHOOL COUNCIL	Laura Newkirk
	Marlene Gibson
SCHOOL COUNCIL	Jill Rumble
HUMAN RESOURCES	Halina Sims
	Kathy Dubecki

Since January 1997 twelve meetings have been held on the following dates: January 20, February 26, March 18, March 26, April 8, April 28, May 6 and May 28, June 18, September 16, September 30.

The committee has reviewed and prioritized concerns and recommendations submitted from the previous Review Committee and Selection Committee. These were presented in the June 12 report to the Personnel and Organization Committee as Appendix A, B, C.

At the June meeting, a progress report was brought forward for consideration of the Board. This report was returned to the Review Committee to finalize recommendations regarding the Leadership Profile and Experience summaries.

Recommendations and Refinements are listed in Appendix A.

ISSUE

To provide trustees with a summary report of the Committee's recommendations.
To have a credible and accountable process in place for October 1997.

RECOMMENDATION

- 1.) That the changes and refinements to the promotion process, as recommended by the Principal/Vice-Principal Promotion Process Review Committee, be received for information (**Appendix A**).
- 2.) That the Principal/Vice-Principal process continue to be monitored and updated by the Principal/Vice-Principal Promotion Process Review Committee, and that annual reports be made to the Personnel and Organization Committee.
- 3.) That the following membership changes to the present Selection Committee be approved:

FROM (current)	TO (recommended)
Director / Designate	
Superintendent of Schools	
Principal (H.P.A.)	Principal (H.P.A.)
Principal (H.S.S.P.C.)	Principal (H.S.S.P.C.)
Trustee (1)	Trustees (2)
Parent (1)	Community: - Home & School (1) - School Council (1)

RATIONALE

- Recommendations for changes are intended to make the promotion process for Principals and Vice-Principals, as objective and consistent as possible and transparent to all.
- Candidates, evaluators and staff in general must have a vehicle for relaying concerns about the promotion process. The continuance of the Principal/Vice-Principal Promotion Process Review Committee would ensure that concerns would be addressed.
- It was felt that the Independent Validation Committee membership should be drawn from those not actively engaged in the process of selection of candidates.

APPENDIX "A"**PROMOTION PROCESS - CHANGES AND REFINEMENTS**

PERFORMANCE APPRAISAL

- Applicants must be engaged in a Leadership Plan at the time of application.
- Vice-Principal candidates will participate in a Leadership Readiness Assessment based on past and present performance appraisals. These would be submitted as evidence to demonstrate on-going leadership growth and development
- Principal candidates would submit their Leadership Plan as evidence to support their Principal Readiness Assessment.
- Principal candidates would have the Leadership Plan as one component of the Interview Process.

CANDIDATE LEADERSHIP PROFILE

- The Leadership Profile using the Holistic Scoring Process is to be removed from Promotion Process.

ENTRY PLAN

- The Entry Plan, as an applicant submission, is to be removed from Promotion Process.

REFERENCES

- Will not be considered part of the applicant submissions.

EXPERIENCE SUMMARIES

- Experience summaries have been revised to:
 - *accurately reflect current educational and leadership opportunities*
 - *provide consistency between panels*
 - *to eliminate any opportunity to give double credit to an experience*
- Educational Involvement - Voluntary Leadership Roles has been redesigned into a matrix format, to provide consistency in recording and scoring of experiences.

SELECTION COMMITTEE

- That the Selection Committee role be to:
 - ☒ *score the qualifications and experience submissions*
 - ☒ *monitor the process at all stages to ensure fairness and transparency of the process*
 - ☒ *make recommendations to the Process Review Committee on behalf of Senior Management and the Board*
- That the Selection Committee's title be changed to the Independent Validation Committee to better reflect their role.

INTERVIEW TEAM

- An interview in-service be developed to cover all interview skills.
- Interview teams be established in advance (October) for the school year. In-service be provided to the interview team at the time of appointment to the team.
- In-service be mandatory for all members of the interview team.

PROMOTION PROCESS

- The promotion process is to be for the purpose of identifying candidates for leadership in the Hamilton system.
- The number of candidates eligible for promotion would be determined by a standard score regardless of the number of vacancies.

PROCESS SUMMARY

VICE-PRINCIPAL CANDIDATES	PRINCIPAL CANDIDATES
Leadership Readiness (<i>Performance Appraisal</i>)	Principal Readiness Assessment
Experience & Education Leadership (<i>volunteer</i>) Summary	Staff Observation Inventory
Assessment Centre	
Interview	Interview (<i>to include Performance Appraisal</i>)

Education Centre
100 Main Street West
Hamilton, Ontario
1997 10 09

To The Chairman and Members
Personnel and Organization Committee
Hamilton Board of Education

Ladies and Gentlemen:

ELEMENTARY/SECONDARY

I have the honour to present the following recommendations for your approval:

1. PROBATIONARY STAFF APPOINTMENTS

(a) (i) That the following teachers be appointed to the Probationary Staff, effective 1997 09 01, with salary according to the salary schedule:

Carolyn Stacey (E)
Jennifer Whitelaw (E)

(ii) That the appointment of Colleen Jokinen (E) to the Probationary Staff, approved at the 1997 08 26 meeting, be rescinded.

(b) That Cathy Pintwala be appointed to the Probationary Staff in the position of Speech/Language Pathologist (Professional Student Services Personnel), effective 1997 09 01 (.8), with salary according to the salary schedule.

Contract Compliance

2. PERMANENT STAFF APPOINTMENTS

Confirmation

(b) That Janet Wynne be confirmed in the position of Social Worker, (Professional Student Services Personnel), effective 1997 09 01, with salary according to the salary schedule.

3. PROMOTIONS

(b) That Patricia Binkley be promoted to the position of Elementary School Secretary - Grade 8, 12 month (Clerical & Technical Staff), effective 1997 09 25, with salary according to the salary schedule.

Replacement

4. INTERNAL APPOINTMENTS - Nil

5. TIMETABLE CHANGES

(a) That the timetable change of Sharon Kulpaka-Newman (E) from .5 to 1.0, effective 1997 11 03, be approved.

6. RETIREMENTS

(a) (i) That the resignation of Charles Boecker, Elementary School Principal, for the purpose of retirement, effective 1997 12 31, be accepted with regret and the Board's gratuity be paid.

(ii) That the resignations of the following teachers, for the purpose of retirement, effective as shown, be accepted with regret and the Board's gratuity be paid:

W. David Easton (S), 1998 01 28
Jean Kingston (E), 1997 12 31

(iii) That the resignations of the following teachers, for the purpose of retirement, effective 1997 06 30, be accepted with regret:

Robert Kelley (S)
Doreen B. Knowles (S)

(b) (i) That the resignations of the following staff, for the purpose of retirement, effective as shown, be accepted with regret and the Board's gratuity be paid:

Christina Reid, (Educational Assistant, Educational and Lunchroom Assistant Staff), 1997 12 31

(ii) That the resignations of the following staff, for the purposes of retirement, effective as shown, be accepted with regret:

Beverly Bryce (Secretary, Clerical & Technical Staff), 1997 06 30
Rosemarie F. Ellison (Educational Assistant, Educational and Lunchroom Assistant Staff), 1997 06 30
Beverly R. Williams (Educational Assistant, Educational and Lunchroom Assistant Staff), 1997 08 31

7. LEAVING EMPLOYMENT

(a) That the date, 1997 12 05, for Kathryn Archer (E) to leave the employment of the Board, be approved.

8. LEAVES

Leave of Absence

(a) That the requests of the following teachers for a Leave of Absence, effective as shown, be granted:

Lisa Bingleman (E), 1997 10 17 to 1998 08 31
Mary Jackman (E), 1997 10 17 to 1997 12 31
M. Eleanor Kellam (E), 1997 12 08 to 1998 05 29
Jackie Madigan (E), 1998 01 05 to 1998 08 31

(b) That the request of the following staff for a Leave of Absence, effective as shown, be granted:

Donna Beattie (Secretary, Clerical & Technical Staff), 1997 10 20 to 1998 06 30
Carol Renn (Educational Assistant, Educational and Lunchroom Assistant Staff), 1997 09 02 to 1998 06 30
(.5)
Kim Wilson (Secretary, Secondary School Clerical & Secretarial Staff), 1997 11 10 to 1998 05 08

Leave of Absence - Date Change

(a) That the dates of the Leave of Absence granted to Laura Di Matteo (E) at a previous meeting, be changed to: 1997 10 06 to 1998 06 05.

Leave Extension

(a) That the requests of the following teachers for an extension of their Leaves of Absence, effective as shown, be granted:

Margaret Barnes (E), 1997 09 01
 Robin Boughan (S), 1997 09 01
 Douglas Burton (E), 1997 09 01
 Linda Cooper (E), 1997 09 01
 Susan Crossgrove (E), 1997 09 01
 Thomas J. Feeney (S), 1997 09 01
 Angela Garofalo (E), 1997 09 01
 David Hamilton (E), 1997 09 01
 Audrey Hensen (E), 1997 10 16 to 1998 02 18
 Sandra Holmes (S), 1997 10 20 to 1998 01 28
 Robert Hutchison (E), 1997 09 01
 Ellen Knapp (E), 1997 09 01
 Jeannette Macynski (E), 1997 09 01
 Beverley Mulkewich (E), 1997 09 01
 Richard Murphy (S), 1997 09 01
 Dale Obermeyer (E), 1997 09 01
 Patricia Omatsu (E), 1997 09 01
 Denise Raue (E), 1997 09 01
 Henry Shedletzky (S), (1/3), 1997 09 01
 Suzanne Solnik (E), 1998 01 01 to 1998 08 31
 Brenda Stewart (E), 1997 09 01
 Wendy Wilson (E), 1997 09 01

Leave of Absence - "Four Over Five"

(a) (i) That approval be granted for the request of Sam McMinn for a one year Leave of Absence under the Salary Holdback Plan ("Four Over Five") of the Secondary Collective Agreement for the 2001-2002 school year.

(ii) That approval be granted for the request of Norma Dreossi for a Leave of Absence under the Salary Holdback Plan ("Four Over Five Plan") under the Secondary Collective Agreement for the first semester of the 1999-2000 school year.

(iii) That approval be granted for the request of Sharon Bray for a Leave of Absence under the Salary Holdback Plan ("Four Over Five Plan") under the Secondary Collective Agreement for the first semester of the 1999-2000 school year.

(iv) That approval be granted for the request of Ann Pocq for a one year Leave of Absence under the Salary Holdback Plan ("Four Over Five") of the Secondary Collective Agreement for the 2001-2002 school year.

(v) That approval be granted for the request of Franz Weresch for a Leave of Absence under the Salary Holdback Plan ("Four Over Five Plan") under the Secondary Collective Agreement for the second semester of the 2001-2002 school year.

(vi) That approval be granted for the request of Linda Charko for a Leave of Absence under the Salary Holdback Plan ("Four Over Five Plan") under the Elementary Collective Agreement for the 2000-2001 school year.

(vii) That approval be granted for the request of Eileen Shannon for a Leave of Absence under the Salary Holdback Plan ("Four Over Five Plan") under the Secondary Collective Agreement for the first semester of the 1999-2000 school year.

Reduced Workload Leaves

(a) That the request of Andrea Bradshaw (E) for a .5 Reduced Workload Leave of Absence, effective 1997 11 03 to 1998 08 31, be granted.

Return from Leave of Absence

(a) That the following teachers be returned from a Leave of Absence, effective as shown:

Andrea Bradshaw (E), 1997 11 03 (.5)

Mary E. Elliott (E), 1997 11 03

Virginia A. Hewick (E), 1997 10 31

(b) That Anna DiFazio (Speech/Language Pathologist, Professional Student Services Personnel) be returned from a Leave of Absence, effective 1997 10 14.

9. OTHERS

Loan of Service

(a) That the request of Barbara Burns (E) to extend her Loan of Service with the Department of National Defence, effective 1998 09 01 to 1999 08 31, be granted.

Panel Transfers

(a) (i) That the request of John Bradley to transfer from the Secondary Panel to the Elementary Panel, effective 1997 09 01, be granted.

(ii) That the request of Harland Izatt to transfer from the Elementary Panel to the Secondary Panel, effective 1997 09 01, be granted.

Deaths

(a) We regret to announce the deaths of the following teachers on the dates shown:

John Blackmore (S), 1997 09 28

Robert Churchill (E), 1997 09 26

Respectfully submitted,

Richard W. Binns,
Superintendent of Human Resources

dk

URBAN/MUNICIPAL
CA4 ON HBL W26
A36
1997

AGENDA

PERSONNEL AND ORGANIZATION COMMITTEE 1997 11 13

URBAN MUNICIPAL

DEC 11 1997

GENERAL

GOVERNMENT DOCUMENTS

NEW BUSINESS:

1. Recommendations of the Superintendent of Human Resources **Page 1**
2. Interim Senior Human Resources Officer **Pages 2 to 3**
3. Interim Appointments - Senior Management Positions **Pages 4 to 5**
4. Staffing Report - Full Time Equivalent Positions **Page 6**
5. Report on Supply Teacher Usage **Pages 7 to 8**
6. Temporary Assistance Report **Pages 9 to 11**
 - ♦ Substitute Cleaner/Casual Assistance Usage
 - ♦ Temporary Assistance Expenditures
7. Report re Educational Assistants - Consideration of Lay-Off **Pages 12 to 13**
[Tabled at the 1997 11 06 Special Personnel and Organization Committee]

ELEMENTARY/SECONDARY

NEW BUSINESS

1. Recommendations of the Superintendent of Human Resources **Pages 14 to 15**

STANDARD FORM NO. 64

U. S. GOVERNMENT PRINTING OFFICE

2025 RELEASE UNDER E.O. 14176

To The Chairman and Members
Personnel and Organization Committee
Hamilton Board of Education

Ladies and Gentlemen:

GENERAL

I have the honour to present the following recommendations for your approval:

1. **PROBATIONARY STAFF APPOINTMENTS** - Nil
2. **PERMANENT STAFF APPOINTMENTS** - Nil
3. **PROMOTIONS** - Nil
4. **INTERNAL APPOINTMENTS** - Nil
5. **TIMETABLE CHANGES** - Nil
6. **RETIREMENTS**
(a) That the resignation of James Riley, Manager, Engineering & Maintenance (Administrative Staff), for the purpose of retirement, effective 1997 12 31, be accepted with regret and the Board's gratuity be paid.
7. **LEAVING EMPLOYMENT** - Nil
8. **LEAVES** - Nil
9. **OTHERS** - Nil

Respectfully submitted,

Merv Matier,
Interim Director of Education
and Secretary

/dk

To the Chairman and Members
Personnel and Organization Committee
Hamilton Board of Education

FROM: Merv Matier, Interim Director of Education and Secretary

RE: INTERIM SENIOR HUMAN RESOURCES OFFICER

REPORT CLASSIFICATION: Decision

BACKGROUND

The resignation for the purpose of retirement of Rick Binns, Superintendent of Human Resources, on 1997 10 31 came rather unexpectedly. This important and crucial superintendency requires an immediate replacement. Current circumstances around the creation of a new school board and the alignment of all Human Resources policies and procedures, along with the normal day-to-day responsibilities of this superintendency, demand a person with utmost knowledge, expertise and experience.

ISSUE

To seek support for an interim appointment to fill the vacancy in the Superintendency of Human Resources.

RECOMMENDATIONS

1. (a) That Deborah Russon be appointed to the position of Interim Senior Human Resources Officer , effective 1997 11 03 until such time as the Hamilton-Wentworth District School Board determines a new senior administrative structure and that she be paid at the salary level of Superintendent.

(b) That, upon completion of this interim assignment, Deborah Russon be returned to the position of Manager, Employee Relations or the equivalent.
2. That the Director be authorized to review the role of Chief Negotiator for the Hamilton Board of Education and report alternatives to the Board at the December meeting of the Personnel and Organization.

RATIONALE

This vacancy has occurred as we are nearing the dissolution of this Board and the creation of a new district school board. There is no time for the Hamilton Board to advertise, interview and select a person to fill this vacancy on an interim basis. It is quite possible that the new Senior Administrative structure will result in the elimination of some superintendencies as they are currently defined with a more formalized structure of managers to assume some additional responsibilities.

Ms. Russon's leadership abilities in this Board have been demonstrated over many years. It was without hesitation that Ms. Russon was approached about the possibility of filling this vacancy and it is with confidence in and recognition of her abilities that this recommendation is presented to the Board.

JOB DESCRIPTION - SENIOR HUMAN RESOURCES OFFICER

To fulfill all duties and responsibilities previously carried out by the Superintendent of Human Resources *with the exception of the following:*

- Elementary/Secondary Staffing Committee
- Principal/Vice-Principal Promotion Process
- Mayor's Race Relations Committee
- Black History
- Native Programs
- International Exchanges

The above six areas will be removed from the Senior Human Resources Officer's portfolio and assigned to other supervisory officers.

ROLE OF CHIEF NEGOTIATOR

One of the major responsibilities of the above position is that of Chief Negotiator for this Board. We believe that the only feasible way of managing this area is to enter into an agreement with someone outside the Board. Hence the second recommendation in this report.

Mr. Jakub is currently under contract with the Wentworth County Board of Education as their Chief Negotiator. With the pending formation of the Hamilton-Wentworth District School Board, this direction seems reasonable and should prove beneficial in view of the demands of melding the various collective agreements over the coming year.

1997 11 13

**To the Chairman and Members
Personnel and Organization Committee
Hamilton Board of Education**

FROM: Merv Matier, Interim Director of Education and Secretary

RE: INTERIM APPOINTMENTS - SENIOR MANAGEMENT POSITIONS

REPORT CLASSIFICATION: Decision

BACKGROUND

At the February and April, 1997, meetings of the Personnel and Organization Committee and Board, the following recommendations were adopted:

That a posting process begin immediately to fill, on an interim basis, the positions of Superintendent of Schools and Assistant Superintendent of Schools.

That a posting process begin immediately to fill, on an interim basis, the position of Assistant Superintendent of Program

The recommendation for interim appointments was based on counsel from the Regional Office of the Ministry of Education and Training regarding the implications of the Fewer School Boards Act.

ISSUE

To seek support for extending the interim appointments of Supervisory Officers. While the recommendations do not specify an ending date, the understanding is that the term of the appointment was to December 31, 1997. The postings for these positions specified the term to the aforementioned date.

RECOMMENDATIONS

1. The following interim appointments to Supervisory Officer positions, be extended as shown:

- (a) That the appointment of Frank Cooke to the position of Interim Superintendent of Schools, effective 1997 03 05, be extended until such time as the New District School Board determines a senior administrative structure.**
- (b) That the appointment of Kenneth Bain to the position of Interim Assistant Superintendent of Schools, effective 1997 03 20, be extended until such time as the New District School Board determines a senior administrative structure.**
- (c) That the appointment of Janice L. Tomlinson to the position of Interim Assistant Superintendent of Program be extended until such time as the New District School Board determines a senior administrative structure.**

RATIONALE

The Local Education Improvement Committee has been deliberating over proposals for a senior management structure to recommend to the New District School Board. The matter of the interim appointments within Hamilton's Senior Management complement surfaces regularly and it has been strongly suggested that the Hamilton Board give consideration to extending the term of the interim positions in order that, in January, 1998, responsibilities can continue to be carried out by the current Supervisory Officers. This direction will also bring these interim appointments in line with the position of Acting Senior Financial Officer and Treasurer which was also an interim appointment.

The implementation of a new Administrative Structure may proceed in several phases, each phase reflecting modification of assignments and responsibilities.

It is not practical for all of the changes to occur on January 1, 1998 and, in the interests of minimal disruption to our schools and corporate services, existing senior management portfolios should continue until re-distribution occurs in Phase I of the new Administrative Structure.

As you know, at the time of the interim appointments, the Federations indicated their willingness to permit these appointees to return to their previous positions at the end of the term. Federations will be approached for similar agreements on the extensions.

THE BOARD OF EDUCATION FOR THE CITY OF HAMILTON
STAFFING REPORT - FULL TIME EQUIVALENT POSITIONS

DECEMBER 31ST ACTUALS													1997 ACTUALS												1997 BUDGET	
	1992	1993	1994	1995	1996	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC									
Admin & Support Staff	461.16	458.16	444.96	419.76	399.45	399.45	399.45	399.45	400.05	400.15	400.15	400.15	400.15	400.15	400.15	400.15			400.15							
Co-ordinators/Consultants	51.00	50.00	37.00	25.50	20.50	20.50	20.50	20.50	20.50	20.50	20.50	20.50	20.50	20.50	20.50	20.50			20.50	20.50						
Teachers - Elementary	1,657.60	1,637.75	1,580.65	1,571.95	1,478.25	1,478.25	1,478.25	1,478.25	1,478.75	1,479.75	1,479.75	1,479.75	1,479.75	1,479.75	1,487.95	1,491.55				1,478.25						
Secondary - Composite	861.33	839.67	802.67	772.92	745.76	745.76	733.43	733.43	733.76	733.76	733.76	733.76	733.76	733.76	725.43	725.76			725.76	711.43						
- Vocational	100.67	87.00	70.00	61.00	62.33	62.33	57.67	57.67	58.00	58.00	58.00	58.00	58.00	58.00	62.67	62.67			62.67	57.67						
- Vanier	35.00	36.00	37.00	37.00	35.00	35.00	35.00	35.00	35.00	35.00	35.00	35.00	35.00	35.00	32.00	32.00			32.00	32.00						
Elementary DD	14.00	13.00	9.00	9.00	9.00	9.00	9.00	9.00	9.00	9.00	9.00	9.00	9.00	9.00	9.00	9.00			9.00	9.00						
Secondary DD	15.33	12.67	13.00	13.33	13.33	13.33	13.33	13.33	13.33	13.33	13.33	13.33	13.33	13.33	13.33	13.33			13.33	13.33						
Lunchroom - Elementary	82.86	85.25	65.32	39.00	39.00	39.00	39.00	39.00	39.00	39.00	39.00	39.00	39.00	39.00	39.00	39.00			39.00	39.00						
- Secondary	7.36	7.64	4.50	4.50	2.14	2.14	2.14	2.14	2.14	2.14	2.14	2.14	2.14	2.14	2.14	2.14			2.14	2.14						
- Vocational	2.00	1.71	1.07	0.89	0.36	0.36	0.36	0.36	0.36	0.36	0.36	0.36	0.36	0.36	0.36	0.36			0.36	0.36						
Bus Supervisors	15.86	17.14	16.86																							
Educational Assistants	250.50	232.17	232.67	233.17	243.50	243.50	243.50	243.50	243.50	243.50	243.50	243.50	243.50	243.50	249.17	249.17			249.17	253.50						
Lunchroom Assistants	7.12	4.12	2.70	2.14	2.14	2.14	2.14	2.14	2.14	2.14	2.14	2.14	2.14	2.14	0.28	0.28			0.28	2.14						
Ctrks/Maint/Whs/Asbestos	214.00	213.00	210.00	186.00	189.00	189.00	189.00	189.00	338.00	343.50	343.50	343.50	343.50	343.50	343.50	343.50			343.50	350.43						
Cleaners/Cooks	270.41	248.25	244.45	242.51	244.50	244.50	244.50	244.50	5.75	5.75	5.75	5.75	5.75	5.75	5.75	5.75			5.75	5.75						
Recoverable-Tchrs/Other	40.05	36.55	38.15	38.90	41.50	41.50	42.50	42.50	42.50	42.50	42.50	42.50	42.50	42.50	42.67	43.67			42.67	41.50						
- Consultants																										
- Clerical	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00			1.00	1.00						
- Educ Assist		4.33	4.33	4.33	4.00	4.00	4.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	2.83	2.83			2.83	4.00						
- Admin	0.50	0.50	1.00	1.00	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50			0.50	0.50						
Full Time Equiv. Positions	4,087.75	3,985.91	3,816.33	3,663.90	3,531.26	3,531.26	3,515.27	3,516.27	3,428.28	3,434.88	3,434.88	3,434.88	3,434.88	3,434.88	3,438.23	3,443.16			3,438.23	3,422.65						
Number Of Employees	4,829	4,706	4,451	4,137	3,995	3,995	3,979	3,980	3,870	3,877	3,877	3,877	3,877	3,877	3,880	3,885			3,880	3,851						
Lunchroom Enrolment	17,432	18,003	18,707	18,707	18,707	18,707	18,707	18,707	18,707	18,707	18,707	18,707	18,707	18,707	18,707	18,707			18,707	18,707						
Enrolment - Elementary	*26,387	*26,685	*27,084	*27,395	*27,588	27,484	27,448	27,447	27,466	27,463	27,401				*27,683	27,674				**27,592						
- Sec Composite	*13,001	*11,529	*12,158	*12,343	*11,866	10,984	11,094	10,926	10,743	10,574	10,459				*12,048	11,866				**11,250						
- Sec Vocational	*1,037	*771	*736	*729	*739	629	644	643	617	576	571				*763	768				**660						
- Sec Vanier	*465	*464	*480	*503	*467	443	441	432	432	427	424				*411	397				**420						
- Elem D.D.	*83	*82	*61	*66	*58	60	62	63	64	64	63				*54	55				**55						
- Sec D.D.	*84	*84	*95	*94	*104	104	103	102	103	103	98				*106	106				**103						
- TOTAL	*41,057	*39,615	*40,614	*41,130	*40,822	39,704	39,792	39,613	39,425	39,207	39,016				*41,065	40,866				**40,080						

*September 30th Enrolments

**Projected Enrolments

Prepared by Human Resources - November 5, 1997

REPORT OF SUPPLY TEACHER USAGE - SEPTEMBER 30, 1997

SECONDARY													
MONTH	Teaching Days	Personal Leave Days/Contract	Personal Reasons /Illness	Field Work /Co-Instr Activities	Conf. /Seminar /Meeting Outside System	Planning /Curriculum /In-Service /Meeting Inside System	In School Meeting	Feder- ation Matters	Other	1997 Total Days	1996 Total Days	1996 Total Expense	1997 Total Expense
JANUARY	17.0	9.0	339.5	1.0	7.0	2.5	1.0	7.5		351.5	224.0	78,416	35,196
FEBRUARY	20.0	11.7	349.5	17.0	7.0	11.0		2.0		386.5	364.0	68,132	27,440
MARCH	14.0	18.8	198.0	15.5	4.0	15.0		1.0		233.5	405.0	80,671	24,565
APRIL	22.0	15.7	379.0	30.0	11.5	18.0	0.5	3.0		442.0	760.0	92,518	41,530
MAY	21.0	59.5	458.5	99.5	12.0	14.5	1.0	5.0		590.5	741.0	137,576	65,615
JUNE	20.0	52.7	280.0	22.0	4.5	3.0	1.0	2.0		312.5	554.5	115,065	20,013
JULY													
AUGUST													
SEPTEMBER	21.0	18.0	112.0	29.5	4.0	2.5	3.0	7.0		158.0	297.5	53,983	23,147
OCTOBER													
NOVEMBER													
DECEMBER													
TOTALS		185.4	2116.5	214.5	43.0	66.5	6.5	27.5		2474.5	3346.0	626,361	237,506
% Of Total			85.5	8.7	1.7	2.7	0.3	1.1					449,488

ELEMENTARY													
MONTH	Teaching Days	Personal Leave Days/Contract	Personal Reasons /Illness	Field Work /Co-Instr Activities	Conf. /Seminar /Meeting Outside System	Planning /Curriculum /In-Service /Meeting Inside System	In School Meeting	Feder- ation Matters	Other	1997 Total Days	1996 Total Days	1996 Total Expense	1997 Total Expense
JANUARY	20.0	37.7	1400.5	7.0	14.0	37.5	41.5	2.0		1502.5	1023.5	240,746	145,230
FEBRUARY	20.0	52.6	1797.0	26.5	23.0	138.0	58.0	12.5		2055.0	1745.0	321,119	208,713
MARCH	14.0	27.5	1105.0	4.5	11.0	33.0	43.5	4.5		1201.5	1345.5	223,841	112,635
APRIL	22.0	56.0	1764.0	16.0	22.5	89.0	84.0	7.0		1982.5	2268.5	277,129	168,843
MAY	21.0	95.0	1620.0	30.5	117.0	49.5	46.5	11.5		1875.0	1834.0	318,720	187,550
JUNE	20.0	222.0	1491.0	68.5	11.0	49.0	44.0	20.5		1684.0	1516.5	297,527	104,276
JULY													
AUGUST													
SEPTEMBER	21.0	26.5	394.5	13.5	4.5	5.0	21.5	12.0		451.0	599.5	88,955	65,149
OCTOBER													
NOVEMBER													
DECEMBER													
TOTALS		517.3	9572.0	166.5	203.0	401.0	339.0	70.0		10751.5	10332.5	1,768,037	992,396
% Of Total			89.0	1.5	1.9	3.7	3.2	0.7					1,787,453

SECONDARY & ELEMENTARY															
MONTH	Personal Leave Days/ Contract	Personal Reasons /Illness	Field Work /Co-Instr Activities	Conf. /Seminar /Meeting Outside System	Planning /Curriculum /In-Service /Meeting Inside System	In School Meeting	Feder- ation Matters	Other	1997 Total Days	1996 Total Days	1996 Total Expense	1997 \$ Expense	1997 Long Term Occasional	1997 Total Expense	1997 % Spent
JANUARY	46.7	1740.0	8.0	14.0	40.0	42.5	9.5		1854.0	1247.5	319,162	180,426	107,086	287,512	
FEBRUARY	64.3	2146.5	43.5	30.0	149.0	58.0	14.5		2441.5	2109.0	389,251	236,153	153,172	389,325	
MARCH	46.3	1303.0	20.0	15.0	48.0	43.5	5.5		1435.0	1750.5	304,512	137,200	109,885	247,085	
APRIL	71.7	2143.0	46.0	34.0	107.0	84.5	10.0		2424.5	3028.5	369,647	210,373	182,573	392,946	
MAY	154.5	2078.5	130.0	129.0	64.0	47.5	16.5		2465.5	2575.0	456,296	253,165	172,372	425,537	
JUNE	274.7	1771.0	90.5	15.5	52.0	45.0	22.5		1996.5	2071.0	412,592	124,289	220,892	345,181	
JULY															
AUGUST															
SEPTEMBER	44.5	506.5	43.0	8.5		24.5	19.0		609.0	897.0	142,938	88,296	61,059	149,355	
OCTOBER															
NOVEMBER															
DECEMBER															
TOTALS	702.7	11688.5	381.0	246.0	467.5	345.5	97.5		13226.0	13678.5	2,394,398	1,229,902	1,007,039	2,236,941	78.5
% Of Total		88.4	2.9	1.9	3.5	2.6	0.7								

1997 BUDGET
\$2,850,000

REPORT OF CASUAL ASSISTANCE USAGE - 1997

MONTH	Working Days	Personal Reasons /Illness # of Days	Workers' Comp. # of Days	Extra Workload # of Days	Leaves, Vacancies *perm pay # of Days	1997 Total # of Days	1997 \$ Expense	1996 Total # of Days	1996 \$ Expense
JANUARY	22	102	107		107	316	11,564	1,381	71,752
FEBRUARY	20	106	119		40	265	12,114	1,305	67,052
MARCH	19	96	89		36	221	10,510	1,227	60,262
APRIL	22	791	140	131	137	1,199	114,497	1,119	58,492
MAY	21	703	267	214	125	1,309	117,698	1,157	65,722
JUNE	21	636	333	146	258	1,373	106,640	925	54,612
JULY	22	346	363	232	226	1,167	80,011	985	52,462
AUGUST	20	288	251	259	221	1,019	95,474	941	38,052
SEPTEMBER	21	541	237	94	273	1,145	83,061	827	29,842
OCTOBER									
NOVEMBER									
DECEMBER									
TOTALS		3,609	1,906	1,076	1,423	8,014	631,569	9,867	498,262

*Leaves, Vacancies - cost covered on permanent payroll

Prepared by Human Resources
November 5, 1997

1996 AND 1997 TEMPORARY ASSISTANCE EXPENDITURES

	1996 BUDGET	YTD EXPENSE AS OF DEC 31/96	1997 BUDGET	YTD EXPENSE AS OF JULY 31/97	YTD EXPENSE AS OF SEPT 30/97	EXPLANATION OF EXPENDITURES
Supt. of Schools						
- Lower City/Mountain Offices	1,600	0	1,600	0	256	Clerical Assistance/Replacement
- Student Assistance	3,300	2,757	0	0	0	
- Safe Schools	20,000	438	0	0	0	
Total	\$24,900	\$3,195	\$1,600	\$0	\$256	
Supt. of Schools - F.L.S.						
- Supt. Office	1,100	0	1,100	0	0	
Total	\$1,100	\$0	\$1,100	\$0	\$0	
Supt. of Financial Services						
- Supt. Office	63,200	24,417	48,000	0	0	
- Budget	0	0	0	4,504	6,933	Clerical Assistance/Replacement
- Accounting	5,000	1,023	5,000	1,961	1,961	Illness Replacement
- Payroll	0	8,207	86,000	17,440	21,936	FIS Project
- Property, Audit & Assessment	7,000	12,702	8,000	3,239	3,239	Clerical Assistance
- Purchasing	0	682	0	0	0	
- Transportation	1,000	0	0	0	0	
Total	\$76,200	\$47,031	\$147,000	\$27,144	\$34,069	
Supt. of Admin. & Operational Services						
- Admin. Serv. & Supt. Office	19,940	50,890	55,000	50,766	77,566	Telephone Receipt., Illness Replacement
- Technical Services	15,000	14,871	20,000	9,026	14,420	Training support, In-Service for Offices
- Library - Ed. Centre	0	3,274	0	1,642	1,642	Paikin Library Pages
- Science - Kit Services	6,000	0	0	0	0	
- Technical Services - Techn Support	19,000	31,297	29,000	10,482	10,482	Equipment Repair Co-op Student
- Reg. Day School	17,500	914	20,000	2,717	11,019	In-Service for Classroom Computers
- Research	500	0	200	0	0	
- Plant Operations - Security	96,760	78,982	96,760	40,158	53,362	Building Security
- Plant Maintenance - Reg. Substances	27,000	27,554	27,240	12,740	19,217	Ministry of Labor Asbestos Inventories
- Plant Maintenance	900	0	900	0	0	
- Other - Ed. Centre Parking Lot	51,600	59,231	51,600	30,842	36,775	Parking Lot Attendants
Total	\$254,200	\$267,013	\$300,700	\$158,373	\$224,483	

	1996 BUDGET	YTD EXPENSE AS OF DEC 31/96	1997 BUDGET	YTD EXPENSE AS OF JULY 31/97	YTD EXPENSE AS OF SEPT 30/97	EXPLANATION OF EXPENDITURES
Supt. of Program Services						
- Asst. Supt. of Program	109,500	81,815	75,000	47,502	55,374	Illness Replacement, Clerical Assistance
- Adult & Cont. Ed. - Briarwood	0	420	0	0	0	
- Community School Clerks	0	3,595	0	90	3,256	Clerical Assistance
Total	\$109,500	\$85,830	\$75,000	\$47,592	\$58,630	
Supt. of Human Resources Services						
- Supt. of Human Resources	43,700	68,431	43,700	6,050	13,940	EIS Project, Seniority Lists, Illness Replacement
Total	\$43,700	\$68,431	\$43,700	\$6,050	\$13,940	
Supt. of Human Resources - Schools						
- Elementary Secretarial	70,000	78,867	70,000	20,154	30,033	Illness Replacement
- Secondary Secretarial	37,000	77,797	37,000	28,936	42,473	Illness Replacement
- Vocational Secretarial	2,000	399	2,000	0	0	
- Elementary Library Clerks	0	12,354	0	0	0	
Total	\$109,000	\$169,417	\$109,000	\$49,090	\$72,506	
Office of the Director						
- Director's Office	0	0	0	0	0	
Total	\$0	\$0	\$0	\$0	\$0	
GRAND TOTAL	\$618,600	\$640,917	\$678,100	\$288,249	\$403,884	

Prepared by Human Resources Services
November 5, 1997

1997 11 06

TO: Personnel and Organization Committee

**Tabled to the November meeting of the
Personnel and Organization Committee**

FROM: Deborah Russon, Manager, Employee Relations

SUBJECT: Educational Assistants - Consideration of Lay-Off

REPORT: Decision

BACKGROUND

During a Board Caucus it was reported to the Trustees that a number of employee groups were attempting to report to work during the province-wide strike. We reported to the Trustees that several Educational Assistants were attempting to report to their own work location and if they were unable to get into their own work location they had been instructed to report to the closest secondary school for signing.

The province-wide strike has now lasted nine days and we are experiencing some difficulty in the following areas:

- (a) shortage of work due to the labour dispute by teachers
- (b) strained relationships are a result of crossing the picket line (educational assistant work one-on-one with teachers in the classroom). Please note that the strained relationships are not only actual occurrences on the picket line but also perceptions by some members.)
- (c) inconsistencies in the sign-in procedure (for example, if the educational assistant reports to a secondary school they are detained for a period of time and then released.)

Because the educational assistant is directly linked to children in the classroom and there was a shortage of work due to the labour dispute, administration believed that lay-off was a viable option for this group of employees.

In reviewing this option I contacted the Human Resources Section of Employment Insurance to see if these employees would be eligible for any relief under EI. The Record of Employment must indicate that the lay-off is as a result of a labour dispute. The employees will then be dealt with individually as

Page 2.

to whether or not they qualify for Employment Insurance. They will have to meet three tests dealing with financial support , participation and direct interest in the outcome of the strike.

ISSUE:

To provide Trustees with information and options to consider in dealing with the lay-off of the Educational Assistants.

OPTIONS:

OPTION	RATIONALE
1. Defer the decision to lay-off until the next regular Personnel & Organization Committee Meeting.	This is the preferred option at this time. There are 208 Educational Assistants currently reporting for work. If the employee is laid off the employee will be responsible for benefit premiums (Board plus employee share). There may be further clarification next week as to the anticipated end of the strike.
2. Lay-Off the Educational Assistants effective for Monday, November 10, 1997.	This option may be necessary if the strike is prolonged.
3. Establish a series of Professional Activity Days for Educational Assistants and continue to pay them for participating.	The Educational Assistants are eligible to participate and be paid for four PA Days during the school year. It would take some time to put a program together to make this option viable. This option may be considered at a later time.
4. Advise the Educational Assistants to remain at home and continue to pay them.	This option, if granted, would have to extend to other employee groups who are currently reporting to work. This is not a recommended option at this time.

Education Centre
100 Main Street West
Hamilton, Ontario
1997 11 13

To The Chairman and Members
Personnel and Organization Committee
Hamilton Board of Education

Ladies and Gentlemen:

ELEMENTARY/SECONDARY

I have the honour to present the following recommendations for your approval:

1. PROBATIONARY STAFF APPOINTMENTS - Nil

3. PROMOTIONS - Nil

4. INTERNAL APPOINTMENTS - Nil

5. TIMETABLE CHANGES - Nil

6. RETIREMENTS

(a) (i) That the resignation of Donald F. Thorne, Secondary School Principal, for the purpose of retirement, effective 1998 01 28, be accepted with regret and the Board's gratuity be paid.

(ii) That the resignations of the following teachers for the purpose of retirement, effective as shown, be accepted with regret and the Board's gratuity be paid:

Penelope E. Allen (E), 1998 06 30
Beverley Dunlop (S), 1997 11 30
Trevor Madden (E), 1998 06 30
Bettyjean Robinson (S), 1998 06 30
Ronald W. Thwaites (S), 1998 06 30
Charlotte J. Warren (E), 1997 12 31

7. LEAVING EMPLOYMENT

(a) That the date, 1997 08 31, for Marguerite Richer (E) to leave the employ of the Board, be approved.

8. LEAVES

Leave of Absense

(a) That the requests of the following teachers for a Leave of Absence, effective as shown, be granted:

Linda Bland (E), 1998 02 16 to 1998 08 31
Lesley Chiasson (E), 1997 10 20 to 1998 04 24
Judith Clugston (S), 1998 01 29 to 1998 08 31
Leslie Forsyth (E), 1998 01 01 to 1998 08 31
Suzanne Rich (E), 1998 01 05 to 1998 08 31
Anne-Marie Scoular-Sacchetti (E), 1998 01 05 to 1998 08 31

Timothy White (E), 1997 10 27 to 1998 08 31

Jennifer Wilson-Bridgman (E), 1998 01 01 to 1998 08 31

(b) That the request of Lori DeLuca (Secretary, Clerical & Technical Staff) for a Leave of Absence, effective 1997 11 17 to 1999 11 19, be granted.

Leave Extension

(a) That the requests of the following teachers for an extension of their Leaves of Absence, effective as shown, be granted:

Anita Dunn (E), 1997 12 01 to 1998 01 23

Cynthia Philip (E), 1997 11 24 to 1998 03 27

Sylvie Sauer (E), 1997 11 17 to 1998 08 31

Suzanne Weatherdon (E), 1997 12 01 to 1998 08 31

Return from Leave of Absence

(a) That the following teachers be returned from a Leave of Absence, effective as shown:

Michelle Paquette (E), 1997 11 24

Corie Pillinini (S), 1997 11 17

9. OTHERS - Nil

Respectfully submitted,

Merv Matier,
Interim Director of Education
and Secretary

URBAN/MUNICIPAL
CAY ON HBL W26
A36
1997

URBAN MUNICIPAL

DEC 18 1997

GOVERNMENT DOCUMENTS

AGENDA

PERSONNEL AND ORGANIZATION COMMITTEE

1997 12 11

Confirmation of the minutes of the special meetings of 1997 11 06, 1997 11 20 and 1997 11 25

GENERAL

BUSINESS ARISING FROM THE MINUTES:

1. Verbal Report re the Role of Chief Negotiator

NEW BUSINESS:

1. Recommendations of the Superintendent of Human Resources Page 1
2. Staffing Report - Full Time Equivalent Positions Page 2
3. Report on Supply Teacher Usage Pages 3 to 4
4. Report on Job Evaluation Pages 5 to 6
5. Update on financial outcomes of CUPE, Local 1344 cleaning
Sir Allan MacNab and Highview Schools - requested by Trustee Cunningham

ELEMENTARY/SECONDARY

NEW BUSINESS:

1. Recommendations of the Superintendent of Human Resources Pages 7 to 10
2. Recommendation of the Director of Education and Secretary Page 11

RECEIVED

NOV 19 1950

STANDARD THERMIST

To The Chairman and Members
Personnel and Organization Committee
Hamilton Board of Education

Ladies and Gentlemen:

GENERAL

I have the honour to present the following recommendations for your approval:

1. **PROBATIONARY STAFF APPOINTMENTS** - Nil

2. **PERMANENT STAFF APPOINTMENTS** - Nil

3. **PROMOTIONS**

(a) That Nancy Podolsky be promoted to the position of Science Technician, Administrative & Operational Services - Grade 9, (Clerical & Technical Staff), effective 1997 12 23, with salary according to the salary schedule.

Replacement

4. **INTERNAL APPOINTMENTS** - Nil

5. **TIMETABLE CHANGES** - Nil

6. **RETIREMENTS**

(a) That the resignation of Conrad Palmer (Caretaker, Caretaking & Maintenance Staff) for the purpose of retirement, effective 1998 06 30, be accepted with regret and the Board's gratuity be paid.

7. **LEAVING EMPLOYMENT**

(a) That the date, 1997 12 05, for Gerald Johnson, Assistant Caretaker (Caretaking & Maintenance Staff) to leave the employ of the Board be approved.

8. **LEAVES** - Nil

9. **OTHERS** - Nil

Respectfully submitted,

Deborah Russon,
Interim Superintendent of Human Resources

Page 2
Bureau of
Internal Security
Washington, D.C.
1957 12 11

To: The Committee on
Government and
Internal Security

From: [illegible]

GENERAL

I have the honor to acknowledge the receipt of your letter of 11/29/57.

1. REURAT/1011/11/29/57

2. REURAT/1011/11/29/57

3. REURAT/1011/11/29/57

4. REURAT/1011/11/29/57
The following information is being furnished to you for your information.
On 11/29/57, the Bureau of Internal Security, Washington, D.C., advised that it had received information from a confidential source that a certain individual was planning to travel to the Soviet Union in the near future. This information was obtained from a confidential source who has provided reliable information in the past.

5. REURAT/1011/11/29/57

6. REURAT/1011/11/29/57

7. REURAT/1011/11/29/57

8. REURAT/1011/11/29/57
On 11/29/57, the Bureau of Internal Security, Washington, D.C., advised that it had received information from a confidential source that a certain individual was planning to travel to the Soviet Union in the near future. This information was obtained from a confidential source who has provided reliable information in the past.

9. REURAT/1011/11/29/57

10. REURAT/1011/11/29/57
On 11/29/57, the Bureau of Internal Security, Washington, D.C., advised that it had received information from a confidential source that a certain individual was planning to travel to the Soviet Union in the near future. This information was obtained from a confidential source who has provided reliable information in the past.

11. REURAT/1011/11/29/57

12. REURAT/1011/11/29/57

Very truly yours,
[illegible]

Enclosed Bureau
Internal Security, Bureau of Internal Security

THE BOARD OF EDUCATION FOR THE CITY OF HAMILTON
STAFFING REPORT - FULL TIME EQUIVALENT POSITIONS

DECEMBER 31ST ACTUALS

1997 ACTUALS

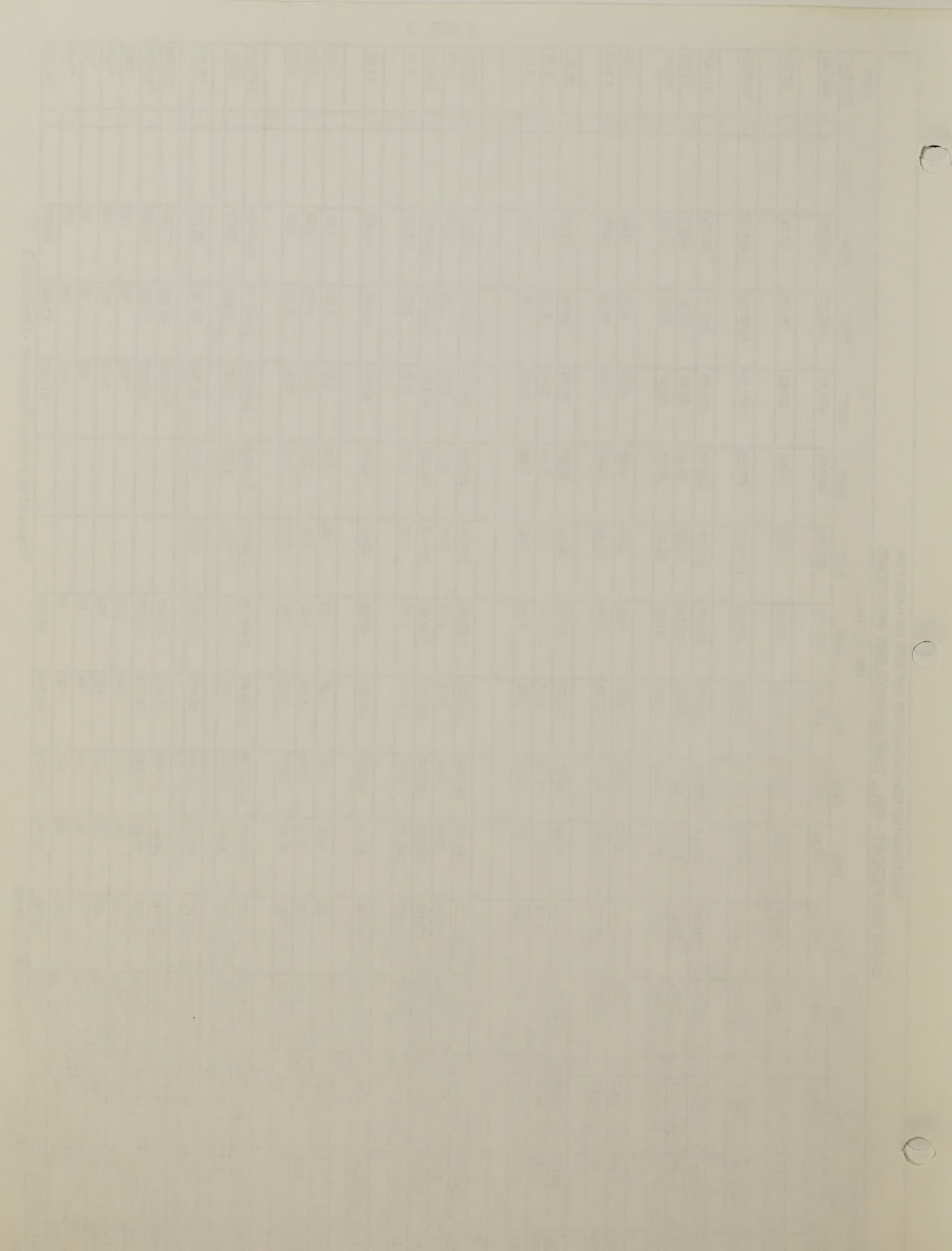
1997

	1992	1993	1994	1995	1996	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	BUDGET
Admin & Support Staff	461.16	458.16	444.96	419.76	399.45	399.45	399.45	399.45	400.05	400.15	400.15	400.15	400.15	400.15	400.15	400.15	400.15	400.15
Co-ordinators/Consultants	51.00	50.00	37.00	25.50	20.50	20.50	20.50	20.50	20.50	20.50	20.50	20.50	20.50	20.50	20.50	20.50	20.50	20.50
Teachers - Elementary	1,657.60	1,637.75	1,580.65	1,571.95	1,478.25	1,478.25	1,478.25	1,478.25	1,478.75	1,479.75	1,479.75	1,479.75	1,479.75	1,487.95	1,491.55	1,491.55		1,478.25
Secondary - Composite	861.33	839.67	802.67	772.92	745.76	745.76	733.43	733.43	733.76	733.76	733.76	733.76	733.76	725.43	725.76	725.76		711.43
- Vocational	100.67	87.00	70.00	61.00	62.33	62.33	57.67	57.67	58.00	58.00	58.00	58.00	58.00	62.67	62.67	62.67		57.67
- Vanier	35.00	36.00	37.00	37.00	35.00	35.00	35.00	35.00	35.00	35.00	35.00	35.00	35.00	32.00	32.00	32.00		32.00
Elementary DD	14.00	13.00	9.00	9.00	9.00	9.00	9.00	9.00	9.00	9.00	9.00	9.00	9.00	9.00	9.00	9.00		9.00
Secondary DD	15.33	12.67	13.00	13.33	13.33	13.33	13.33	13.33	13.33	13.33	13.33	13.33	13.33	13.33	13.33	13.33		13.33
Lunchroom - Elementary	82.86	85.25	65.32	39.00	39.00	39.00	39.00	39.00	39.00	39.00	39.00	39.00	39.00	39.00	39.00	39.00		39.00
- Secondary	7.36	7.64	4.50	4.50	2.14	2.14	2.14	2.14	2.14	2.14	2.14	2.14	2.14	2.14	2.14	2.14		2.14
- Vocational	2.00	1.71	1.07	0.89	0.36	0.36	0.36	0.36	0.36	0.36	0.36	0.36	0.36	0.36	0.36	0.36		0.36
Bus Supervisors	15.86	17.14	16.86															
Educational Assistants	250.50	232.17	232.67	233.17	243.50	243.50	243.50	243.50	243.50	243.50	243.50	243.50	243.50	249.17	249.17	249.67		253.50
Lunchroom Assistants	7.12	4.12	2.70	2.14	2.14	2.14	2.14	2.14	2.14	2.14	2.14	2.14	2.14	0.28	0.28	0.28		2.14
Ctrks/Maint/WHS/Asbestos	214.00	213.00	210.00	186.00	189.00	189.00	189.00	189.00	338.00	343.50	343.50	343.50	343.50	343.50	343.50	344.00		350.43
Cleaners/Cooks	270.41	248.25	244.45	242.51	244.50	244.50	244.50	244.50	5.75	5.75	5.75	5.75	5.75	5.75	5.75	5.75		5.75
Recoverable-Tchrs/Other	40.05	36.55	38.15	38.90	41.50	41.50	42.50	42.50	42.50	42.50	42.50	42.50	42.50	42.67	43.67	43.67		41.50
- Consultants																		
- Clerical	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00		1.00
- Educ Assist		4.33	4.33	4.33	4.00	4.00	4.00	5.00	5.00	5.00	5.00	5.00	5.00	2.83	2.83	3.33		4.00
- Admin	0.50	0.50	1.00	1.00	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50		0.50
Full Time Equiv. Positions	4,087.75	3,985.91	3,816.33	3,663.90	3,531.26	3,531.26	3,515.27	3,516.27	3,428.28	3,434.88	3,434.88	3,434.88	3,434.88	3,438.23	3,443.16	3,444.66		3,422.65
Number Of Employees	4,829	4,706	4,451	4,137	3,995	3,995	3,979	3,980	3,870	3,877	3,877	3,877	3,877	3,880	3,885	3,887		3,851
Lunchroom Enrolment	17,432	18,003	18,707	18,707	18,707	18,707	18,707	18,707	18,707	18,707	18,707	18,707	18,707	18,707	18,707	18,707		18,707
Enrolment - Elementary	*26,387	*26,685	*27,084	*27,395	*27,588	27,484	27,448	27,447	27,466	27,463	27,401			*27,683	27,674	27,707		**27,592
- Sec Composite	*13,001	*11,529	*12,158	*12,343	*11,866	10,984	11,094	10,926	10,743	10,574	10,459			*12,048	11,866	11,639		**11,250
- Sec Vocational	*1,037	*771	*736	*729	*739	629	644	643	617	576	571			*763	768	738		**660
- Sec Vanier	*465	*464	*480	*503	*467	443	441	432	432	427	424			*411	397	393		**420
- Elem D.D.	*83	*82	*61	*66	*58	60	62	63	64	64	63			*54	55	56		**55
- Sec D.D.	*84	*84	*95	*94	*104	104	103	102	103	103	98			*106	106	106		**103
- TOTAL	*41,057	*39,615	*40,614	*41,130	*40,822	39,704	39,792	39,613	39,425	39,207	39,016			*41,065	40,866	40,639		**40,080

*September 30th Enrolments

**Projected Enrolments

Prepared by Human Resources - December 3, 1997



SECONDARY

MONTH	Teaching Days	Personal Leave Days/Contract	Personal Reasons /Illness	Field Work /Co-Instr Activities	Conf. /Seminar /Meeting Outside System	Planning /Curriculum /In-Service /Meeting Inside System	In School Meeting	Feder-ation Matters	Other	1997 Total Days	1996 Total Days	1996 Total Expense	1997 \$ Expense	1997 Long Term Occasional	1997 Total Expense
JANUARY	17.0	9.0	339.5	1.0		2.5	1.0	7.5		351.5	224.0	78,416	35,196	23,111	58,307
FEBRUARY	20.0	11.7	349.5	17.0	7.0	11.0		2.0		386.5	364.0	68,132	27,440	23,917	51,357
MARCH	14.0	18.8	198.0	15.5	4.0	15.0		1.0		233.5	405.0	80,671	24,565	22,610	47,175
APRIL	22.0	15.7	379.0	30.0	11.5	18.0	0.5	3.0		442.0	760.0	92,518	41,530	39,730	81,260
MAY	21.0	59.5	458.5	99.5	12.0	14.5	1.0	5.0		590.5	741.0	137,576	65,615	40,912	106,527
JUNE	20.0	52.7	280.0	22.0	4.5	3.0	1.0	2.0		312.5	554.5	115,065	20,013	44,006	64,019
JULY															
AUGUST															
SEPTEMBER	21.0	18.0	112.0	29.5	4.0	2.5	3.0	7.0		158.0	297.5	53,983	23,147	17,696	40,843
OCTOBER	17.0	50.0	262.0	46.5	4.0	2.5	0.5	4.0		319.5	506.0	94,257	45,612	11,749	68,361
NOVEMBER															
DECEMBER															
TOTALS		235.4	2378.5	261.0	47.0	69.0	7.0	31.5		2794.0	3852.0	720,618	283,118	234,731	517,849
% Of Total			85.1	9.3	1.7	2.5	0.3	1.1							

ELEMENTARY

MONTH	Teaching Days	Personal Leave Days/Contract	Personal Reasons /Illness	Field Work /Co-Instr Activities	Conf. /Seminar /Meeting Outside System	Planning /Curriculum /In-Service /Meeting Inside System	In School Meeting	Feder-ation Matters	Other	1997 Total Days	1996 Total Days	1996 Total Expense	1997 \$ Expense	1997 Long Term Occasional	1997 Total Expense
JANUARY	20.0	37.7	1400.5	7.0	14.0	37.5	41.5	2.0		1502.5	1023.5	240,746	145,230	83,975	229,205
FEBRUARY	20.0	52.6	1797.0	26.5	23.0	138.0	58.0	12.5		2055.0	1745.0	321,119	208,713	129,255	337,968
MARCH	14.0	27.5	1105.0	4.5	11.0	33.0	43.5	4.5		1201.5	1345.5	223,841	112,635	87,275	199,910
APRIL	22.0	56.0	1764.0	16.0	22.5	89.0	84.0	7.0		1982.5	2268.5	277,129	168,843	142,843	311,686
MAY	21.0	95.0	1620.0	30.5	117.0	49.5	46.5	11.5		1875.0	1834.0	318,720	187,550	131,460	319,010
JUNE	20.0	222.0	1491.0	68.5	11.0	49.0	44.0	20.5		1684.0	1516.5	297,527	104,276	176,886	281,162
JULY															
AUGUST															
SEPTEMBER	21.0	26.5	394.5	13.5	4.5	5.0	21.5	12.0		451.0	599.5	88,955	65,149	43,363	108,512
OCTOBER	17.0	49.0	820.5	26.5	11.5	22.5	40.5	3.5		925.0	1544.0	242,403	125,159	35,836	160,995
NOVEMBER															
DECEMBER															
TOTALS		566.3	10392.5	193.0	214.5	423.5	379.5	73.5		11676.5	11876.5	2,010,440	1,117,555	830,893	1,948,448
% Of Total			89.0	1.7	1.8	3.6	3.3	0.6							

SECONDARY & ELEMENTARY

MONTH	Personal Leave Days/ Contract	Personal Reasons /Illness	Field Work /Co-Instr Activities	Conf. /Seminar /Meeting Outside System	Planning /Curriculum /In-Service /Meeting Inside System	In School Meeting	Feder- ation Matters	Other	1997 Total Days	1996 Total Days	1996 Total Expense	1997 \$ Expense	1997 Long Term Occasional	1997 Total Expense	1997 % Spent
JANUARY	46.7	1740.0	8.0	14.0	40.0	42.5	9.5		1854.0	1247.5	319,162	180,426	107,086	287,512	
FEBRUARY	64.3	2146.5	43.5	30.0	149.0	58.0	14.5		2441.5	2109.0	389,251	236,153	153,172	389,325	
MARCH	46.3	1303.0	20.0	15.0	48.0	43.5	5.5		1435.0	1750.5	304,512	137,200	109,885	247,085	
APRIL	71.7	2143.0	46.0	34.0	107.0	84.5	10.0		2424.5	3028.5	369,647	210,373	182,573	392,946	
MAY	154.5	2078.5	130.0	129.0	64.0	47.5	16.5		2485.5	2575.0	456,296	253,165	172,372	425,537	
JUNE	274.7	1771.0	90.5	15.5	52.0	45.0	22.5		1996.5	2071.0	412,592	124,289	220,892	345,181	
JULY															
AUGUST															
SEPTEMBER	44.5	506.5	43.0	8.5		24.5	19.0		609.0	897.0	142,938	88,296	61,059	149,355	
OCTOBER	99.0	1082.5	73.0	15.5	25.0	41.0	7.5		1244.5	2050.0	336,660	170,771	47,585	229,356	
NOVEMBER															
DECEMBER															
TOTALS	801.7	12771.0	454.0	261.5	492.5	386.5	105.0		14470.5	15728.5	2,731,058	1,400,673	1,065,624	2,466,297	86.5
% Of Total		88.3	3.1	1.8	3.4	2.7	0.7								

1997 BUDGET
\$2,850,000

1997 12 11

TO: The Chairman & Members
Personnel & Organization Committee
Hamilton Board of Education

FROM: Deborah Russon, Interim Superintendent of Human Resources

RE: Job Evaluation

REPORT: Decision

Background:

Pursuant to the Guidelines issued by the Education Improvement Commission, Administration is bringing forward a request for approval to pay an increase in compensation for the position of Employee Records Co-Ordinator.

On September 22, 1997, the position of Employee Records Co-Ordinator was re-evaluated under the Board's Job Evaluation Plan. The position has been evaluated in Job Grade 10 (previously Job Grade 9) and we are asking for your approval to process the resulting change in compensation. The annual amount of increase is \$4,007 and this increase will be retroactive to July 14, 1995.

Under the terms of the PASS Employment Policies and Practices, any resulting change in compensation is effective the date the Position Description Questionnaire is filed. The reason for the delay in evaluating this position has been the lack of trained evaluators, the composition of the evaluation team, and the number of evaluations performed for other employee groups.

Issue:

To provide a report to the Trustees regarding the recommended increase in compensation for the position of Employee Records Co-Ordinator.

Recommendation:

1. That the Board approve the results of the Job Evaluation for the position of Employee Records Co-Ordinator and that the resulting increase in compensation be retroactive to July 14, 1995.

Page 2.

Rationale:

1. This position has substantially changed over the past few years. The substantial changes have been:
 - Preparation, co-ordination and compilation of information to complete the Ministry of Education – September Board Report. The report consists of twenty one sections and two staff lists of data collection.
 - Responsible for training secretaries for updating the Employee Information System during the mass teacher assignments for February and September.
 - Responsible for trouble shooting for the users while they input data on the EIS as it relates to assignments.
 - Responsible for records management within the Human Resources Department as it relates to the file room, retention and storage of records (active and inactive records).
2. The re-evaluation of this position is part of the Board's maintenance program under Pay Equity.

Education Centre
100 Main Street West
Hamilton, Ontario
1997 12 11

To The Chairman and Members
Personnel and Organization Committee
Hamilton Board of Education

Ladies and Gentlemen:

ELEMENTARY/SECONDARY

I have the honour to present the following recommendations for your approval:

1. PROBATIONARY STAFF APPOINTMENTS

(a) That the following teachers be appointed to the Probationary Staff, effective as shown, with salary according to the salary schedule:

David Cheeseman (E), 1997 11 03

Tammy DiDonato (E), 1998 01 01

Replacements

(b) That the following staff be appointed to the Probationary Educational and Lunchroom Assistant Staff in the position of Educational Assistant (Grade 5), effective 1997 12 01, with salary according to the salary schedule:

Bonnie Allison (.5)

Carolyn Zechmeister

Contract Compliance

2. PERMANENT STAFF APPOINTMENTS

(a) That J. Lawrence Thomas (E), be transferred to the Permanent Staff, effective 1997 12 02, with salary according to the salary schedule.

3. PROMOTIONS - Nil

4. INTERNAL APPOINTMENTS - Nil

5. TIMETABLE CHANGES - Nil

6. RETIREMENTS

(a) (i) That the resignation of Lee Swan, Secondary School Principal, for the purpose of retirement, effective 1998 04 30, be accepted with regret and the Board's gratuity be paid.

(ii) That the resignation of Geza Kocsis, Secondary School Vice-Principal, for the purpose of retirement, effective 1998 01 30, be accepted with regret and the Board's gratuity be paid.

(iii) That the resignations of the following teachers for the purpose of retirement, effective as shown, be accepted with regret and the Board's gratuity be paid:

Patricia E. L. Barlas (S), 1998 06 30
 Douglas Burton (E), 1998 02 28
 Judith Clugston (S), 1998 06 30
 Karen Cosier (E), 1998 06 30
 Ronald Crawford (S), 1998 08 31
 Charlotte Crouch (S), 1998 06 30
 William Davies (S), 1998 06 30
 Hilary Gallant (S), 1998 06 30
 A. Wayne Hager (S), 1998 06 30
 Susan A. Harper (S), 1998 06 30
 Akos Jankura (S), 1998 06 30
 Warren Johnson (S), 1998 01 30
 Gunther Kamutzki (S), 1998 06 30
 William Kay (S), 1998 06 30
 Gary J. Krar (S), 1998 04 30
 Ronald Leighton (S), 1998 06 30
 Murray D. Lumley (S), 1998 06 30
 Sharon Macdonald (E), 1998 06 30
 J. Brian MacLean (S), 1998 06 30
 Sheila MacLeod (S), 1998 06 30
 Sheila M. Mann (S), 1998 06 30
 William Robert Marquis (S), 1998 06 30
 Kim McCulloch (S), 1998 06 30
 Joyce McCorquodale (S), 1998 06 30
 Norah Navin (S), 1998 01 30
 Donald Newton (S), 1998 06 30
 Barbara Ormond (S), 1997 12 31
 Peter J. Patterson (S), 1998 01 30
 Steven C. Pearson (S), 1998 06 30
 Eric Petz (S), 1998 06 30
 Helen Rees (S), 1998 06 30
 John Rudolph (S), 1997 12 31
 David Simpson (S), 1998 06 30
 R. Gary Smith (S), 1998 06 30
 Diane Stampfler (E), 1998 06 30
 Lou Tipoulow (S), 1998 06 30
 R. Rae Tomlinson (E), 1998 06 30
 Scott Tyler (S), 1998 03 31
 A. Dean Watson (S), 1998 06 30
 Leslie Zimmer (S), 1997 12 31
 Diane Zsepeczky (S), 1997 12 31

(iv) That the resignations of the following staff, for the purpose of retirement, effective as shown, be accepted with regret:

Louise Creaghan (S), 1998 01 30
 Frances Fairley (S), 1998 01 30
 Diane Marsh (E), 1997 12 31
 Edward Turek (S), 1997 10 31

(v) That the dates of retirement granted to the following staff at a previous meeting, be changed to the dates as shown:

William Eagles (S), 1998 01 30
 W. David Easton (S), 1998 01 30
 Joyce Reynolds (S), 1998 01 30
 Robert Scott (S), 1998 01 30
 Frank Vormittag (S), 1998 02 28

(b) That the resignation of Irene Sushko (Administrative Assistant, Administrative Staff) for the purpose of retirement, effective 1997 12 31, be accepted with regret and the Board's gratuity be paid.

7. LEAVING EMPLOYMENT

(a) That the date, 1997 12 31, for Helen Brown (E) to leave the employ of the Board, be approved.

8. LEAVES

Leave of Absence

(a) That the requests of the following teachers for a Leave of Absence, effective as shown, be granted:

Gary Krar (S), 1998 02 04 to 1998 04 30
 Archie J. McQueen (E), 1998 01 01 to 1998 08 31
 Cherylin Moses (E), 1998 02 02 to 1998 08 31
 Bruce Quinn (E), 1998 01 01 to 1998 08 31
 Janet Wolfe (E), 1997 10 24 to 1998 08 31

(b) That the requests of the following staff for a Leave of Absence, effective as shown, be granted:

Susan D'Angelo (Educational Assistant, Educational and Lunchroom Assistant Staff), 1998 01 08 to 1998 06 30
 Dianne Maki (Educational Assistant, Educational and Lunchroom Assistant Staff), 1998 01 08 to 1998 06 30 (.5)

Leave of Absence - Date Change

(b) That the dates of the Leave of Absence granted to Kim Wilson (Secretary, Secondary School Clerical & Secretarial Staff) at a previous meeting, be changed to: 1997 11 05 to 1998 05 05.

Leave Extension

(a) That the requests of the following teachers for an extension of their Leaves of Absence, effective as shown, be granted:

Anna Gusenbauer (E), 1998 01 01 to 1998 03 20
 Kathryn Kohler (E), 1998 01 19 to 1998 08 31
 Judy Penner (E), 1998 01 01 to 1998 08 31
 Christine J. Tate (E), 1998 02 02 to 1998 08 31

(b) That the request of Judith Dalmer (Educational Assistant, Educational and Lunchroom Assistant Staff) for an extension of her Leave of Absence, effective 1998 01 01 to 1998 06 30, be granted.

Leave of Absence - "Four Over Five"

(a) (i) That approval be granted for the request of Gordon Stevens for a Leave of Absence under the Salary Holdback Plan ("Four Over Five Plan") under the Secondary Collective Agreement for the first semester of the 1997-1998 school year.

(ii) That the request of Wendy Cole Ferroni for a Leave of Absence under the Salary Holdback Plan ("Four Over Five Plan") be rescinded.

Return from Leave of Absence

(a) That the following teachers be returned from a Leave of Absence, effective as shown:

Mary Jackman (E), 1998 01 01

Maria Marazia-Rosati (E), 1998 01 01

Dale A. Pyke (E), 1998 01 01

Lisa Read (E), 1997 12 15

(b) That the following staff be returned from a Leave of Absence, effective as shown:

Stacey Avery-Raposo (Educational Assistant, Educational and Lunchroom Assistant Staff), 1997 12 08

9. **OTHERS** - Nil

Respectfully submitted,

Deborah Russon,
Interim Superintendent of Human Resources

/dk

1997 12 11

To: The Chairman and Members
Personnel and Organization Committee

From: Merv Matier, Interim Director of Education and Secretary

Ladies and Gentlemen:

I have the honour to present the following recommendation for your approval:

ELEMENTARY/SECONDARY

1. That the resignation of Dr. Frank Cooke, Interim Superintendent of Schools, for the purpose of retirement, effective 1997 12 31, be accepted with regret and that the Board's gratuity be paid.

Respectfully submitted,

Merv Matier
Interim Director of Education and Secretary

1. The first part of the report is devoted to a general survey of the situation in the country.

2. The second part of the report is devoted to a detailed analysis of the economic situation in the country.

3. The third part of the report is devoted to a detailed analysis of the social situation in the country.

4. The fourth part of the report is devoted to a detailed analysis of the political situation in the country.

5. The fifth part of the report is devoted to a detailed analysis of the cultural situation in the country.

6. The sixth part of the report is devoted to a detailed analysis of the international situation in the country.

7. The seventh part of the report is devoted to a detailed analysis of the future prospects of the country.

Report on the situation in the country.

1. The first part of the report is devoted to a general survey of the situation in the country.

2. The second part of the report is devoted to a detailed analysis of the economic situation in the country.

AGENDA

GOVERNMENT DOCUMENTS

PERSONNEL AND ORGANIZATION COMMITTEE1997 12 11

Confirmation of the minutes of the special meetings of 1997 11 06, 1997 11 20 and 1997 11 25

GENERAL

BUSINESS ARISING FROM THE MINUTES:

1. Verbal Report re the Role of Chief Negotiator

NEW BUSINESS:

1. Recommendations of the Superintendent of Human Resources Page 1
2. Staffing Report - Full Time Equivalent Positions Page 2
3. Report on Supply Teacher Usage Pages 3 to 4
4. Report on Job Evaluation Pages 5 to 6
5. Update on financial outcomes of CUPE, Local 1344 cleaning
Sir Allan MacNab and Highview Schools - requested by Trustee Cunningham

ELEMENTARY/SECONDARY

NEW BUSINESS:

1. Recommendations of the Superintendent of Human Resources Pages 7 to 10
and Pages 10A to 10B
2. Recommendation of the Director of Education and Secretary Page 11

RECEIVED

JAN 5 1957

RECEIVED

Added Recommendations
December 1997 Personnel and Organization Committee

ELEMENTARY/SECONDARY

ADDED RECOMMENDATIONS

1. PROBATIONARY STAFF APPOINTMENTS

(b) That Arlene Levely be appointed to the Probationary Staff in the position of Elementary School Library Secretary (Clerical & Technical Staff), Grade 3 - 10 month (.6), effective 1998 01 05, with salary according to the salary schedule.

Replacement

3. PROMOTIONS

(a) (i) That Leland Currie (S), be appointed to the position of Acting Principal of a Secondary School, effective 1998 01 01, with salary according to the salary schedule.

Replacement

(ii) That John Whitwell (S), be appointed to the position of Acting Vice-Principal of a Secondary School, effective 1998 01 01, with salary according to the salary schedule.

Replacement

(b) That the promotion of Patricia Binkley to Elementary School Secretary - Grade 8, granted at a previous meeting, be changed to 10 month (Clerical & Technical Staff), effective 1997 09 25, with salary according to the salary schedule.

4. INTERNAL APPOINTMENTS

(a) That the appointment of Vince Martorelli to the position of Social Worker, Behavioural Resource Team (Professional Student Services Personnel Staff) be extended, effective 1997 10 01 to 1998 08 31, with salary according to the salary schedule.

6. RETIREMENTS

(a) (iii)

David D. Davies (S), 1998 06 30
Romano C. Dreossi (S), 1997 12 31
A. Bryan Ferroni (S), 1998 06 30
Robert O'Connor (S), 1998 03 31
Glenn H. Stinson (S), 1998 03 13

(v)

Donald Thorne (S), 1998 01 30

8. LEAVES

Leave of Absence

(a)

Agnes Bonin-Labrecque (S), 1997 11 18
 Carolyn Foreman (E), 1998 02 09 to 1998 06 05
 Cynthia Grau (E), 1998 01 19 to 1998 08 31
 Marion M. Low (E), 1998 01 01 to 1998 08 31
 Wendy Reeson (E), 1998 01 01 to 1998 08 31
 Oriana Usyk (E), 1997 11 26 (.5)
 Janet Zurbrigg (E), 1997 11 18 (.5)

Leave Extension

(a)

Brenda Csordas (S), 1998 01 29 to 1998 08 31
 Audrey Hensen (E), 1998 02 19 to 1998 08 31
 Marina Intson (E), 1998 01 01 5o 1998 08 31
 Anne W. Pittis (E), 1998 01 01 to 1998 08 31

Return from Leave of Absence

(a)

Lynda Ball (E), 1997 11 10 (.5) & 1998 01 01 (1.0)
 Lorraine Finlayson (E), 1998 01 05

AGENDA

SPECIAL MEETING OF THE

GOVERNMENT DOCUMENTS

PERSONNEL & ORGANIZATION COMMITTEE

1997 12 18

Confirmation of the minutes of the regular meetings of 1997 10 09 and 1997 12 06 and special meetings of 1997 03 18 and 1997 10 16.

ELEMENTARY/SECONDARY

NEW BUSINESS:

1. Report re Elementary and Secondary Principal and Vice-Principal Candidates Eligible for Promotion
Pages 1 to 3
2. Recommendations of the Superintendent of Human Resources
Pages 4 to 5

RECEIVED

NOV 10 1940

RECEIVED

1997 12 18

TO: The Chairman and Members
Personnel and Organization Committee

FROM: Deborah Russon
Interim Superintendent of Human Resources Services

RE: **Elementary and Secondary Vice-Principal and Principal
Candidates Eligible for Promotion**

Background

In October 1997, as a result of system needs, it was necessary to initiate a Elementary and Secondary Vice-Principal and Principal Promotion Process. (Academic Memoranda 003 and 004)

Issue

To establish the Elementary and Secondary Vice-Principal and Principal Approved for Promotion List.

Recommendation

That the Elementary and Secondary Vice-Principal and Principal list be approved and that this list become the Approved for Promotion List.

Rationale

The following candidates successfully completed the process as monitored by the Independent Validation Committee and have been recommended by Senior Management for the Eligible for Promotion List.

Elementary Vice-Principal

Brenda Adamowich
Diane Aitken
Susan Banks
Judith Peall-Ward
Jean Petruszkiewicz
Carol Phillips
Catherine Scott
Janice Tomlinson

Secondary Vice-Principal

Michael Rehill

Elementary Principal

Anne Cliffe
Sandra Cole
Patricia Hutchinson
Mary Johnson
Janice Robertshaw
Jane Shipton
Lillian Somerville
Margaret Willett

Secondary Principal

Carol Gillespie
John Smees

RATIONALE FOR PROMOTION POOLS

1997 12 18

ELEMENTARY VICE-PRINCIPAL

Principal Retirements (December 31, 1997)	2
Principal Leaves	1
Interim Vice-Principal Appointments	4
Returning from Leave	2
Present Pool	0
Needs	5
Recommended for Pool	8

Fall 1997 Promotion Process - Elementary Vice-Principals

Initial Applicants	Exp. & Qual.	Readiness Assessment	Assessment Centre	Interview	Recommended for Pool
15	15	15	14	12	8

SECONDARY VICE-PRINCIPAL

Principal Retirements (December 31, 1997)	1
(January 30, 1998)	1
(April 30, 1998)	1
Vice-Principal Retirement (January 30, 1998)	1
Present Pool	2
Needs	2
Recommended for Pool	1

Fall 1997 Promotion Process - Secondary Vice-Principals

Initial Applicants	Exp. & Qual.	Readiness Assessment	Assessment Centre	Interview	Recommended for Pool
5	5	5	4	3	1

ELEMENTARY PRINCIPAL

Principal Retirements (December 31, 1997)	2
Principal Leaves	1
Interim Principal Appointments	2
Returning from Leave	2
Present Pool	0
Needs	3
Recommended for Pool	8

Fall 1997 Promotion Process - Elementary Principals

Initial Applicants	Readiness Assessment	Staff Observation Inventory	Interview	Recommended for Pool
13	13	13	13	8

SECONDARY PRINCIPAL

Principal Retirements (December 31, 1997)	1
(January 30, 1998)	1
(April 30, 1998)	1
Present Pool	3
Needs	0
Recommended for Pool	2

Fall 1997 Promotion Process - Secondary Principals

Initial Applicants	Readiness Assessment	Staff Observation Inventory	Interview	Recommended for Pool
4	4	4	4	2

SECTION 1 - GENERAL INFORMATION

1. Name of the project: [Faint text]
2. Location: [Faint text]
3. Date of completion: [Faint text]
4. Name of the contractor: [Faint text]
5. Name of the engineer: [Faint text]
6. Name of the architect: [Faint text]
7. Name of the owner: [Faint text]
8. Name of the consultant: [Faint text]

SECTION 2 - PROJECT DESCRIPTION

1. Description of the project: [Faint text]
2. Scope of the project: [Faint text]
3. Objectives of the project: [Faint text]
4. Key features of the project: [Faint text]

SECTION 3 - PROJECT SCHEDULE

1. Start date: [Faint text]
2. End date: [Faint text]
3. Duration: [Faint text]
4. Key milestones: [Faint text]
5. Critical path: [Faint text]
6. Resource allocation: [Faint text]
7. Risk management: [Faint text]
8. Communication plan: [Faint text]

SECTION 4 - PROJECT BUDGET

1. Total budget: [Faint text]
2. Breakdown of budget: [Faint text]
3. Estimated costs: [Faint text]
4. Actual costs: [Faint text]
5. Variance: [Faint text]
6. Funding sources: [Faint text]
7. Financial statements: [Faint text]
8. Audit trail: [Faint text]

Education Centre
100 Main Street West
Hamilton, Ontario
1997 12 18

To The Chairman and Members
Personnel and Organization Committee
Hamilton Board of Education

Ladies and Gentlemen:

ELEMENTARY/SECONDARY

I have the honour to present the following recommendations for your approval:

1. PROBATIONARY STAFF APPOINTMENTS

(a) That the following teachers be appointed to the Probationary Staff, effective 1998 01 01, with salary according to the salary schedule:

Lisa Carter (E)
Amy Cook (S), 3/6 (F.T. Sem. 1)
David Cairns (E), .5
Jennifer Gatecliffe (E)
Ruth Purdy (S), 3/6 (F.T. Sem. 1)
Josette VanRooyen (E), .6
Alison Vickers (S), 3/6 (F.T. Sem. 1)

6 Replacements

1 New Position - Ministry Funded

3. PROMOTIONS

(a) (i) That the following Elementary School Vice-Principals be appointed to the position of Acting Principal of an Elementary School, effective 1998 01 01, with salary according to the salary schedule:

Mary Johnson
Janice Robertshaw
Margaret Willett

Replacements

(ii) That the following teachers be appointed to the position of Acting Vice-Principal of an Elementary School, effective 1997 12 31, with salary according to the salary schedule:

Brenda Adamowich
Diane Aitken
Jean Petruszkiewicz
Carol Phillips
Catherine Scott

Replacements

(iii) That the effective date of the appointment of John Whitwell (S) to the position of Acting Vice-Principal of a Secondary School, approved at the December Personnel and Organization Meeting, be changed to 1997 12 31.

4. INTERNAL APPOINTMENTS - Nil

5. TIMETABLE CHANGES

(a) That the following timetable changes, effective 1998 01 01, be approved:

Ivan Amodeo (E), .2 to .7

Kimberley Ormerod (E), .5 to 1.0

Heather Rex (S), 1/6 to 3/6 (F.T. Sem. 1)

Replacements

6. RETIREMENTS

(a) (i) That the resignations of the following teachers for the purpose of retirement, effective 1998 06 30, be accepted with regret and the Board's gratuity be paid:

Sheila Bryant (E)

Judith Moore (E)

(b) That the resignations of the following Educational Assistants (Educational and Lunchroom Assistant Staff) for the purpose of retirement, effective as shown, be accepted with regret and the Board's gratuity be paid:

Elizabeth Black, 1998 06 30

Marion Foster, 1998 04 30

Agnes Smith, 1998 06 30

(ii) That the date of retirement granted to Romano Dreossi (S) at the December Personnel and Organization meeting be changed to 1998 01 30.

7. LEAVING EMPLOYMENT

(a) That the date, 1997 12 31, for the following staff, to leave the employ of the Board, be approved:

Sandy Bonbled (E)

Sarah Lindsay (E)

8. LEAVES

Leave of Absence

(a) That the effective dates of the Leave of Absence granted to Audrey Hensen (E) at the December Personnel and Organization meeting be changed to 1998 02 19 to 2000 02 19.

Return from Leave of Absence

(a) That, Susan Schenk (E), be returned from a Leave of Absence, effective 1998 01 01 (1.0).

9. OTHERS

Respectfully submitted,

Deborah Russon,
Interim Superintendent of Human Resources



 **ACCO USA**
WHEELING, ILLINOIS 60090

25971

MADE IN USA

0 50505 25971 7

BLACK/NOIR/NEGRO

HAMILTON PUBLIC LIBRARY



3 2022 21335912 4